

DoD 7000.14 - R



DEPARTMENT OF DEFENSE

FINANCIAL MANAGEMENT REGULATION

VOLUME 9: “TRAVEL POLICY”

**UNDER SECRETARY OF DEFENSE
(COMPTROLLER)**

VOLUME 9, CHAPTER 1: “GENERAL INFORMATION”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an * symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue and underlined font**.

The previous version dated May 2011 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Updated hyperlinks, references, and made editorial changes to provide clarity.	Update
0101	Deleted duplicate guidance.	Delete

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CHAPTER 1

GENERAL INFORMATION

0101 AUTHORITY

This volume provides supplemental instructions on the payment of allowances authorized by the Joint Federal Travel Regulations ([JFTR](#)) and the Joint Travel Regulations ([JTR](#)). The Department of Defense (DoD) chartered Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes both the JFTR and JTR. The JFTR directly implements the travel and transportation entitlements authorized by law for members of the Uniformed Services, while the JTR implements guidance from the General Services Administration's (GSA) Federal Travel Regulation ([FTR](#)) for DoD civilian employees.

0102 APPLICATION

The policies addressed apply to all personnel traveling under orders funded by the DoD. This includes military members, civilian employees, members of the Reserve Components, dependents on official orders, and travelers on DoD invitational travel authorizations. Individual DoD Component travel implementing guidance remains in use to provide direction for travel order preparation, administration, and accounting until a standard travel pay system is implemented at the specific installation.

010201. Additional Guidance

A. Additional guidance pertinent to the U.S. Army is in the [DFAS-IN 37-1 Regulation, Chapter 10, Travel and Transportation Allowances](#).

B. Additional guidance pertinent to the U.S. Air Force is in the [Air Force Instruction 24-101, Passenger Movement](#). (Once you have reached this page, you must click on 'Departmental' under the 'Publications' tab, then select and click on # 24 (Transportation) under 'Select Publication Series', which will take you to the page where you may select the Air Force 24-101 publication.)

C. Additional guidance pertinent to the U.S. Navy is available in the [Navy Passenger Transportation Manual \(OPNAVINST 4650.15B\)](#).

D. Additional guidance pertinent to the U.S. Marine Corps is in the [Marine Corps Assignment, Classification, and Travel System Manual \(ACTS Manual\)](#).

010202. Exceptions

Exceptions to the policies must be authorized by the Office of the Under Secretary of Defense (Comptroller) (OUSD(C)). Requests for exceptions should be sent through the appropriate DoD Component to the [Defense Finance and Accounting Service \(DFAS\)](#), Director,

Strategy, Policy and Requirements, Finance Policy Division (DFAS-ZPF), for approval by the Office of the Under Secretary of Defense (Comptroller) (OUSD(C)).

0103 EFFECTIVE DATE OF CHANGES

See the information on “CHANGES” in the Introductions to the JFTR and JTR for explanations of JFTR/JTR effective dates. The DFAS-ZPF releases travel advisories to implement PDTATAC determinations, if necessary, as well as other procedural and policy changes. These advisories remain in effect until the information is published in a change to this volume.

0104 REFERENCES

Within this volume, paragraph references prefixed with the letter U refer to the JFTR for uniformed military personnel, and those prefixed with the letter C refer to the JTR for DoD civilian employees. Those paragraphs prefixed with the letter T refer to Appendix O in both JFTR and JTR.

0105 RESPONSIBILITIES

010501. Policies

The OUSD(C) has ultimate responsibility for the policies contained in this volume. The DoD Components may [submit requests for changes](#) through DFAS-ZPF. [DFAS-ZPF will forward recommendations](#) for consideration to the OUSD(C).

010502. Recommendations

The DFAS-ZPF shall prepare and provide recommendations to OUSD(C) for changes to the policies contained in this volume.

0106 ROUTING AND FORMAT FOR RECOMMENDING CHANGES

Recommendations for changes should include a full explanation regarding the need and rationale for the proposed change. When the proposal is the result of an actual situation, the details [must](#) be provided. Addresses for submission of proposed changes are provided below:

Army:	Assistant Secretary of the Army (Financial Management and Comptroller) 109 Army Pentagon Washington, DC 20310-0109
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Navy:	Senior Civilian Official Office of the Assistant Secretary of the Navy (Financial Management and Comptroller) 1000 Navy Pentagon Washington, DC 20350-1000
Air Force:	Assistant Secretary of the Air Force (Financial Management and Comptroller) 1130 Air Force Pentagon Washington, DC 20330-1130
U.S. Marine Corps:	Commandant of the Marine Corps Headquarters, U.S. Marine Corps Programs & Resources Department 3000 Marine Corps Pentagon Washington, DC 20350-3000
Defense Agencies: and DoD Field Activities:	Defense Finance and Accounting Service Attention: DFAS-ZPF 8899 East 56th Street, Column 326E Indianapolis, IN 46249

NOTE: Recommendations from the Military Services sent directly to the DFAS-ZPF without passing through the specified organization above **will** be returned without action to the sender.

0107 REQUIREMENTS FOR REPORTING EMPLOYEE TRAVEL

Federal Agencies are required by the General Services Administration to report the use of government aircraft to carry senior federal officials, on a semi-annual basis ([***Federal Travel Regulation \(FTR\) 301-70.906***](#)), and to report all instances of premium class travel when an individual's transportation accommodations are anything other than coach-class, on an annual basis ([***FTR 300-70.100 \(Subpart B\)***](#)).

010701. [Report](#) for Travel on Government Aircraft by Senior Federal Officials

Except when a trip is classified, the following information must be reported to the GSA:

- A. The person's name with indication that he/she is either a senior federal official or a non-federal traveler, whichever is appropriate;
- B. The traveler's organization and title or other appropriate descriptive information, e.g., dependent, press, etc;
- C. Name of the authorizing agency;
- D. The official purpose(s) of the trip;

E. The destination(s);

F. For personal or political travel, the amount that the traveler must reimburse the government (*i.e.*, the full coach fare or appropriate share of that fare);

G. For official travel, the comparable city-pair fare (if available to the traveler) or the full coach fare if the city-pair fare is not available; and

H. The cost to the government to carry this person (*i.e.*, the appropriate allocated share of the Federal or Close Air Support aircraft trip costs).

(NOTE: Further information concerning the GSA's requirement to report travel on government aircraft by senior Federal officials, to include the Senior Federal Travel Reporting tool, may be found at [Senior Federal Travel Reporting Tool](#).)

010702. Premium Class Accommodations that must be Reported

"Other Than Coach-Class (OTCC)", or "Premium Class," is defined as any class of accommodations above coach-class, (*i.e.*, first-class/business class). When reporting OTCC accommodations to GSA, agencies are required to separate Business Class from First Class. If an agency has no OTCC accommodations to report, a negative report must still be filed. Any and all instances of premium class accommodations paid by the government, which includes any premium class accommodations used as part of a multi-leg, or multi-segmented trip which was paid by the government must be reported. Each individual leg/segment of premium class must be reported. Do not report any leg/segment of a trip that is not premium class.

010703. Premium Class Accommodations that Do Not Require Reporting

A. Any premium class accommodation(s) paid by the traveler;

B. Those acquired by the traveler through frequent flier points or benefits;

C. Those which are considered a free upgrade; or

D. When the Federal Government pays coach class fares for premium class accommodations.

010704. Negative Reports and Exceptions to Reporting Premium Class Travel

A. Negative Reports. If a DoD Component has no premium class accommodations to report, a negative report must be submitted to GSA annually.

B. Exceptions to Reporting Premium Class Travel. Data that is protected from public disclosure, by statute or Executive Order, is not required to be reported by Agencies; however, a cover letter must be submitted to the GSA with the following information:

1. Total number of authorized OTCC trips protected from disclosure;
2. Total cost of actual OTCC fares paid that exceeded coach class fare; and
3. Total cost of coach class fares that would have been paid for the same travel.

NOTE: Further information concerning the GSA requirements for reporting Premium Class Travel, including the templates for the report, and negative report, may be found at [Premium Class Travel Report Guidelines](#).

VOLUME 9, CHAPTER 2: “DEFENSE TRAVEL SYSTEM (DTS)”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by *blue font*.

Substantive revisions are denoted by an * symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by *bold, italic, blue and underlined font*.

The previous version dated March 2010 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
0202	Updated mailing address for Defense Travel Management Office.	Update

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CHAPTER 2

DEFENSE TRAVEL SYSTEM

0201 GENERAL

020101. General

This chapter identifies the Department of Defense (DoD) policies and procedures for travelers performing official government travel under the Defense Travel System (DTS) when DTS is used to prepare authorizations and compute travel vouchers for payment. This includes business travel, schoolhouse training travel, and deployment or travel involving more than one person. This guidance and the Joint Federal Travel Regulations/Joint Travel Regulations ([JFTR/JTR](#)), Appendix O, and other JFTR/JTR material address simplified allowances for official travelers using the DTS. It does not include every condition under which travel and transportation allowances are authorized or limited by the JFTR/JTR. Information contained in this volume does not modify the JFTR/JTR.

020102. Payment Method

Electronic funds transfer (EFT) is the mandatory means by which a travel claim is settled within the Department. Supervisors may authorize alternate methods of payment in limited situations in which the traveler does not have access to an account at a financial institution that can receive EFT transmissions. Split disbursement--which permits direct payment via EFT to the travel card contractor for charges incurred on the travel card and to the cardholder for any residual amount--must be made available to travelers as a payment option. For split disbursement payments outside of DTS refer to Volume 9, Chapter 8, paragraph 080102.

020103. Additional Guidance

General, non-regulatory information can be obtained from the [Defense Travel Management Office Home Page](#).

*0202 TRAVEL POLICY AND IMPLEMENTATION

Questions concerning travel policy, exceptions or deviations should be addressed to:

Defense Travel Management Office
ATTN: Enterprise Operations Division
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000

NOTE: Questions related to travel and transportation allowances should be addressed to “[ATTN: Enterprise Operations Division](#).” For other travel questions, please contact 1-888-Help1Go (888-435-7146) to connect you with the Travel Assistance Center. From

overseas dial DSN 312-564-3950 or commercial 809-463-3376 (wait for the beep) then dial 1-888-Help1Go. Travelers may submit a help desk ticket through the tickets section of Travel Explorer (TraX) <http://www.defensetravel.dod.mil/site/news.cfm?ID=16>.

0203 RESPONSIBILITIES

020301. Accountable Official Responsibilities

Accountable officials involved in the travel management process serve as control points within the organization. These positions must be designated in writing by Heads of DoD Components (or designees) as prescribed by Volume 5, Chapter 33. Accountable officials include self-authorizing officials, authorizing officials, certifying officers, the Finance Defense Travel Administrators, Lead Defense Travel Administrators, Organization Defense Travel Administrators, and Debt Management Monitors.

A. General Responsibilities for all Accountable Officials

1. Acknowledge responsibilities in writing. Accountable officials are appointed in writing. When the accountable official no longer holds the position, the appointment shall be revoked in writing.
2. Implement, maintain, and enforce system and other internal procedures and control points within an organization to minimize opportunities for erroneous payments.
3. Comply with all applicable DoD regulations, policies, and procedures.
4. Respond in a timely manner to inquiries by review officials.
5. Accountable officials must maintain signed letters of appointment in their offices. These letters and signed letters of revocation of appointment shall be archived for 6 years and 3 months after the accountable official no longer holds the position in accordance with each organization's records management guidance.

B. Finance Defense Travel Administrator (FDTA). The FDTA can be one or more person(s) in the budget, resource management, accounting or finance functions who is responsible for assisting in the management and support of the DTS at the organizational and/or installation level as designated by the responsible commander. The FDTA responsibilities include:

1. Manage and support the DTS at the organizational and/or installation level.
2. Manage travel data by reconciling periodically the official accounting system with the DTS.

3. Allocate funds to the appropriate DTS budget module after funds have been certified as available by comptroller, or designated representative.

4. Ensure lines of accounting (LOAs) are properly established and maintained in the authorizing official's DTS budget module, labeled in a clear and easy to understand manner, with the fiscal year included in the first two positions of the LOA label.

5. Prevent violations of the Antideficiency Act by adhering to sound funds control and accounting practices.

6. In accordance with Volume 5, Chapter 11, paragraph 110203, retain a file of approved letters of appointment for authorizing officials appointed as certifying officials for travel claims at the organizational and/or installation level supported by the FDTA. The FDTA must provide a letter signed by the installation or activity commander to the appropriate disbursing office(s) stating that all authorizing officials acting as certifying officials for travel claims have been appointed and delegated in writing in accordance with Volume 5, Chapter 33. This requirement does not apply if the disbursing office can be provided with the capability to verify electronically that certifying officials for electronic vouchers have been duly appointed in writing.

7. Ensure that access permission levels and routing schemes within DTS provide for review and approval of travel authorizations and payments only by the appropriate official(s). Permission levels must provide for appropriate separation of duties.

8. Initiate debt collection action to recover monies owed to the United States by travelers.

C. Authorizing Official (AO). This individual must be appointed in writing and be responsible for determining the necessity of trips and funds availability, authorizing travel, assigning the proper LOA prior to authorization, and approving/certifying travel claims for validity after completion of travel. The AO must be the individual who controls the mission, authorizes the trip, and controls funds for temporary duty (TDY) travel. (See [*JFTR/JTR*](#), Appendix O, paragraph T4000.) An AO also acts as a certifying officer when he or she approves a travel authorization that contains a non-automated teller machine cash advance and/or scheduled partial payment. This specific responsibility requires that the AO be appointed as a certifying officer and designated in writing in accordance with Volume 5, Chapter 33. The AO, as appointed is responsible to:

1. Determine the necessity of a trip as mission essential and in the government's interest.

2. Determine funds availability based on the DTS budget module.

3. Ensure the proper LOA is assigned prior to approval of the travel authorization.

4. Request additional funding allocation from the appropriate fund allocation official for the DTS budget module if a requested trip is critical and when the “should cost” estimate exceeds the amount of funds available in the DTS budget module. If additional funds are not available, the document must be disapproved.

5. Review and authorize trip requests, including “should cost” estimates, for consistency with DoD TDY policy, the JFTR/JTR, and mission requirements.

6. Review all policy exceptions and disapprove, approve or justify as appropriate.

7. Ensure all requests for Premium Class Travel are approved and processed outside of DTS in accordance with the JFTR/JTR (U2000/C2000) and all substantiating documentation is attached to the trip record.

D. Certifying Officers. Certifying officers are appointed in accordance with Volume 5, Chapter 33. Authorizing officials must be appointed, specifically, in writing as certifying officers in order to perform certification for payment and approve and forward completed trip records to the disbursing office for payment. Individuals may act as both the certifying officer and AO on the same travel voucher but may not certify their own travel claim for payment. Certifying officers are pecuniarily liable for erroneous payments from negligent performance of duties in accordance with Volume 5, Chapter 33. The certifying officer is responsible to:

1. Review all receipts and justifications.

2. Certify travel claim for payment by approving after completion of travel using an electronic signature.

3. Upon electronic certification of the claim, the claim is forwarded to the disbursing office for payment.

4. Ensure required receipts and supporting documentation are attached in an electronic format with the DTS trip record.

E. Self-Authorizing Official. No blanket authorization/orders shall be issued under the DTS system. Instead, individuals who previously traveled under blanket travel authorization/orders may be designated as self-authorizing officials. These individuals may act as their own AOs authorizing their own itineraries and travel arrangements. They may not, however, certify their own claims for payment. Self-authorizing officials shall be designated in writing and shall acknowledge in writing that they may not certify their own claims for payment.

F. Non-DTS Entry Agent (NDEA). An NDEA is a non-accountable official who may be a military member, DoD employee or contractor, designated in writing by the local command authority, responsible for the input of trip requests and claims for reimbursement in DTS for travelers without reasonable access to DTS. When the NDEA electronically signs the

voucher for the traveler, the only certification that is made is that the information contained in the traveler's manually prepared and signed paper voucher is entered as claimed on that voucher. The NDEA is not responsible for the validity of the paper voucher signed by the traveler, but is responsible for entering the data correctly as presented. Additionally, the NDEA must electronically fax or upload the traveler's signed (the traveler's written signature) DD Form 1351-2, "Travel Voucher or Sub-voucher," to be attached to the DTS vouchers, which is electronically archived at Defense Manpower Data Center for 6 years 3 months, eliminating the requirement to keep the paper copy.

020302. Traveler

The traveler is responsible for preparing initial authorizations, amendments and post trip vouchers. The traveler also is liable for any false or fraudulent written or oral statements under the False Claims Act (18 U.S.C. 287, 18 U.S.C. 1001 and 31 U.S.C. 3729). The traveler shall:

A. Fax or scan all records to substantiate certified travel claims (including original receipts for all lodging expenses, and all original receipts for individual reimbursable expenses of \$75 or more) to the DTS trip record. This capability also includes an electronic archive for 6 years and 3 months in accordance with the National Archives and Records Administration General Records Schedule 6 "Accountable Officers' Accounts Records."

B. Electronically sign and forward the completed travel claim to the AO.

C. Prepare itinerary amendments and all post trip settlement claims.

D. Provide justification to the AO in the comments field of the authorization, amendment, or voucher for variations from policy and or any substantial variances between the authorized "should cost" estimate and the final travel claim.

020303. Review Official

The review officials shall be appointed in writing to conduct random post-payment reviews of payments in accordance with Volume 5, Chapter 01, section 0103, paragraph 010303. The review officials conduct post-payment review of travel payments certified by certifying officers. The DTS includes extensive programmed system edit checks and internal control mechanisms that perform prepayment reviews on every travel record. Prepayment review by review officials is not required for DTS payments. Both AOs and travelers are required to offer expeditious and complete cooperation to review officials. In particular, AOs and travelers are required to provide a response to any request for documentation within 15 days from the date of each request. A failure to respond may cause the initiation of the debt collection process against the nonresponsive individual, and may also result in the appropriate disciplinary action.

020304. Travelers Without DTS Accounts

Individuals who do not have access to DTS may include new accessions into the Military Services, including recruits traveling from basic training to follow-on training locations. These travelers must provide a signed (written signature) DD Form 1351-2, with all receipts attached, to the NDEA to manually input into a travel voucher.

0204 TRAVEL AUTHORIZATION

020401. Business Travel. Official business travel includes all standard travel to support mission requirements by military personnel and DoD civilian employees who have access to the DTS web portal. NOTE: The NDEA can access the web portal for travelers without access.

020402. Group Authorization. Group authorizations involve two or more individuals who are traveling together. A group authorization allows the AO to generate one trip request with multiple names. Group authorizations are appropriate for such travel as conferences or deployment exercises.

020403. Local Travel at Permanent Duty Station (PDS)

A. General. A claim for reimbursement of expenditures for official business is submitted in DTS using the "Local Voucher." This process can be used for such expenses as taxicabs, public carriers, or privately owned conveyances (POCs) while transacting official business in the local area of the PDS (see definition in JFTR/JTR, Appendix O, par. T4040-D and JFTR, par. U3500-B and JTR, par. C2400-B). Claims must be submitted as soon as practical after an expense has occurred. Claims may be submitted for each individual trip or by combining recurring trips on a claim. The local voucher should not be used for use of POC in connection with TDY travel involving per diem allowance.

B. Voucher Preparation and Approval. The voucher created by the traveler must identify the date, type of expense, and amount for each expense. The traveler shall annotate, in the comments field, the point of origin and destination, and the amount of fare and trips or distance for each trip. When identical trips are claimed on a voucher, the comments shall show the dates for each trip unless required by local authority, it is not necessary to compute mileage reimbursement for each trip separately. The number of miles may be added and the total multiplied by the mileage rate. The form shall be signed electronically by the traveler and approved by a certifying officer.

0205 FISCAL YEAR END TRAVEL AND ACCOUNTING POLICY

020501. Split Year Funding. In the event of a trip that is initiated using currently available fiscal year funding, but which requires new fiscal year funding to continue or complete the travel, the traveler shall return to his or her official duty station if no appropriation act has been signed or no continuing resolution has been passed to make available new fiscal year funds. Expenses incurred in returning to the traveler's duty station shall be posted in the new fiscal year as necessary costs to close down operations.

020502. New Fiscal Year Obligations. See web site: <http://www.defensetravel.dod.mil/> and navigate to “Fiscal Year Crossover and Affected Partner Systems.”

A. For travel that crosses fiscal years, only the obligations applicable to current fiscal year funds shall be forwarded from DTS to the accounting systems shall be processed in a normal manner.

B. Until the accounting system(s) begin processing data for the subsequent fiscal year, DTS shall maintain all such pending financial transactions (obligations and expenses) until the accounting system requests release of the transactions. The DTS shall send files to the applicable accounting systems when the applicable system reopens for subsequent fiscal year's business. Once normal processing begins for an accounting system, all held transactions shall be processed in a normal manner.

**VOLUME 9, CHAPTER 3: “DEPARTMENT OF DEFENSE GOVERNMENT
TRAVEL CHARGE CARD (GTCC)”****SUMMARY OF MAJOR CHANGES**

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Hyperlinks are denoted by **bold, italic, blue, and underlined font**.

The previous version dated **July 2013** is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
030208	Updated Electronic Statement of Understanding (SOU) hyperlink.	Revision
030901	Updated Electronic SOU hyperlink.	Revision
031004	Added Public Law 112-194 language.	Addition
Annex 1	Added cardholder responsibilities and updated hyperlink.	Addition
Annex 9	Added Public Law 112-194 checklist.	Addition

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CHAPTER 3**DEPARTMENT OF DEFENSE GOVERNMENT TRAVEL CHARGE CARD PROGRAM****0301 POLICY AND PURPOSE****030101. Overview**

The Department of Defense (DoD) policy is that the Government Travel Charge Card (GTCC) will be used by all DoD personnel (military or civilian) to pay for all costs related to official government travel. See Section 0306 for a list of exceptions. Official government travel is defined as travel under official orders while performing duties pertaining to official government assignments such as temporary duty (TDY) and permanent change of station (PCS). The purpose of the GTCC is to serve as the primary payment method for official travel expenses incurred by DoD personnel (military or civilian) and it also allows the cardholder access to the GSA City Pair Program. The GTCC reduces the need to issue traditional travel advances (cash/electronic funds transfer), eliminates the need for the traveler to pay for their own expenses, and provides financial readiness to DoD personnel (military or civilian). Refer to the Travel and Transportation Reform Act of 1998 ([*TTRA*](#)), Public Law 105-264 for additional information regarding mandatory use of the travel card.

030102. GTCC Applicable

Travel card policies are applicable to all DoD personnel (military or civilian).

030103. Compliance

It is the responsibility of commanders and supervisors at all levels to ensure compliance with this Regulation.

A. Military personnel who violate the specific prohibitions contained in paragraph 031005 can be prosecuted under Article 92 of the Uniform Code of Military Justice ([*UCMJ*](#)) for failure to obey a lawful order or regulations, as well as, any other applicable article of the UCMJ based on the nature of the misconduct involved. See Office of the Under Secretary of Defense (Personnel and Readiness) (OUSD(P&R)) memorandum dated [*June 10, 2003*](#) for information concerning Disciplinary Guidelines for Misuse of Government Charge Card by Military Personnel.

B. Civilian personnel who misuse or abuse the travel card may be subject to appropriate administrative or disciplinary action up to, and including, removal from Federal service. See OUSD(P&R) memorandum dated [*December 29, 2003*](#) for information concerning Disciplinary Guidelines for Misuse of Government Charge Card by Civilian Employees.

C. Willful misuse of the travel card by DoD personnel (military or civilian) may constitute a crime punishable under Federal or State law.

0302 RESPONSIBILITIES

030201. General Services Administration (GSA)

The GSA is responsible for issuing government-wide travel card policies and procedures for implementation of the TTRA, and awards and administers a master contract for the travel card program, which is part of the “GSA SmartPay® Program.” Through this contract, Federal agencies can obtain several types of charge card products and services to support their mission needs. The DoD tailored task order which further outlines DoD requirements for the travel card is managed at the DoD level.

030202. Under Secretary of Defense (Personnel and Readiness) (USD (P&R))

The USD (P&R) will establish DoD wide policies for the DoD travel card program through the Defense Travel Management Office (DTMO). Questions concerning travel policy, exceptions or deviations should be addressed to:

Defense Travel Management Office
ATTN: Strategic Planning and Policy Division
4800 Mark Center Drive
Suite 04J25-01
Alexandria, VA 22350-9000

NOTE: Questions related to travel and transportation allowances should be addressed to “ATTN: Strategic Planning and Policy Division.” For other travel questions, please contact 1-888-Help1Go (1-888-435-7146) to connect you with the Travel Assistance Center. From overseas dial DSN 312-564-3950 or commercial 809-463-3376 (wait for the beep) then dial 1-888-Help1Go. Travelers may submit a help desk ticket by logging into the “[DTMO Passport Account Login](#)” and selecting the Travel Explorer (TraX) and then the tickets section

030203. The Defense Travel Management Office (DTMO)

The DTMO is the Travel Card Program Manager for all DoD Components. DTMO responsibilities are:

- A. managing the DoD tailored task order,
- B. providing guidance, policy, and overall management of the DoD travel card program,
- C. acting as a liaison to GSA, the travel card vendor and DoD Component Heads/Component Program Managers (CPMs) on travel card related issues,
- D. meeting regularly with the CPMs to discuss and make critical decisions concerning travel card administration throughout the DoD, and

E. ensuring that travel card program training materials are made available throughout the Department.

030204. Defense Finance and Accounting Service (DFAS)

DFAS will facilitate traveler determination of any late payment fees or charges that may be payable to a traveler under the TTRA as indicated in subparagraph 031201.C. DFAS will also facilitate the salary offset process as outlined in subparagraph 031202.D.

030205. Comptrollers

The Military Department Assistant Secretaries (Financial Management and Comptroller) and Defense Agency Comptrollers, or equivalents, will ensure program management responsibilities are accomplished within their respective Component, and will designate a CPM. The CPM will be designated in writing and identified both to the DTMO and the travel card vendor.

030206. DoD Component Heads/Defense Agency Directors

The heads of the DoD Components are responsible for developing TTRA implementation strategy for use in that Component. The Component Heads will also ensure all personnel, to include Agency Program Coordinators (APCs), Centrally Billed Account (CBA) Managers, and cardholders, are properly trained on travel card use and policy.

A. DoD Component Program Managers (CPMs). DoD personnel (military or civilian) designated in writing by the Component Head or designee responsible for establishing and managing their travel card program in accordance with this Regulation. Each CPM is also responsible for establishing and maintaining the Component's organizational structure ("hierarchy") and notifying the DTMO and the travel card vendor of any changes in organizational structure that affect the travel card program. The CPMs will conduct periodic hierarchy level reviews, to include validating hierarchy level structure and verifying point of contact information. This process may be delegated down to lower hierarchy levels. The CPMs will also ensure that Individually Billed Accounts (IBAs) and CBAs are properly approved; reasonable credit limits are established and maintained; and annual reviews are performed to monitor credit limits and card utilization. Annex 2 provides credit limit charts.

B. Agency Program Coordinators (APCs). DoD personnel (military or civilian), contractor, or foreign national employees will be designated in writing by a commander or director as responsible for the management of the travel card program. APCs are responsible to their respective Commander/Director for program execution and management of the day-to-day operations of the DoD travel card program. Detailed APC duties can be found in Section 0311. Foreign National employees may be designated as an APC at the discretion of the Component.

030207. CBA Managers

DoD personnel (military or civilian), contractor or foreign national employees will be designated in writing by a commander or director as responsible for the management of CBAs. Account managers are responsible for day-to-day management and reconciliation of CBAs. Account managers must be familiar with their designated payment office and designated billing office points of contact. Contractors may be CBA managers but are not authorized to certify CBAs for payment. Foreign National employees may be designated as a CBA manager at the discretion of the Component.

030208. Travel Cardholders

DoD personnel (military or civilian) who have been issued a travel card for use while performing official government travel. Cardholders must adhere to the procedures set forth in this Regulation and applicable DoD Component guidance, to include the travel card vendor's cardholder agreement and terms and conditions of use. Cardholders shall use the travel card for all expenses/charges related to official travel unless otherwise exempted. For a list of exempted items, see Section 0306. In certain situations cardholders may be exempt from state taxes in regard to lodging in selected states. Travelers are directed to obtain tax exempt forms from the GSA SmartPay website under the [SmartTax](#) tab and present the tax exempt form to the merchant for exemption to be applied. Cardholders are required to submit travel vouchers within five business days of completion of travel and use split disbursement to pay all expenses charged to the card directly to the travel card vendor. The travel card vendor will issue a monthly billing statement to each cardholder, the amount due is payable no later than the due date on the billing statement, regardless of the status of their travel reimbursement. The cardholder is responsible for payment of any remaining balance of undisputed charges to the travel card vendor. It is the cardholder's responsibility to notify the APC and the travel card vendor of changes in contact information such as a new address, new phone number, email address, name change, or new employer. Cardholders are responsible for providing a signed Statement of Understanding (SOU) see Annex 1 and certificate of training to their APC. An electronic version with digital signatures of the SOU can be found at [Electronic SOU](#). Cardholders whose accounts become delinquent may be subject to disciplinary or administrative action.

0303 GENERAL TRAVEL CARD INFORMATION

030301. Individually Billed Accounts (IBAs)

An IBA is an account issued to DoD personnel (military or civilian). An IBA is not for personal use; it is not transferable and will be used by the cardholder. Using an IBA to charge expenses for any individual other than the cardholder and his/her authorized dependents are strictly prohibited. The individual cardholder is liable for payment of the full undisputed amount indicated on the billing statement no later than the due date, regardless of the status of their travel reimbursement. The DoD Components determine whether, and under what conditions, authorized dependent travel expenses may be charged to an IBA. Per OUSD(P&R) memorandum dated [May 3, 2007](#), Reduction of Centrally Billed Accounts mandates the use of IBA for transportation costs rather than CBA.

A. Standard Travel Card (e.g., IBA). Standard cards are issued to individuals with a qualifying credit score (FICO score of 660+). The credit, cash, and retail limits will be as prescribed by the Department. Standard accounts are activated upon verification of receipt of the card. The APC, CPM, or DTMO have the authority to increase the limits on a temporary basis, as needed/when requested, to meet mission requirements. Commanders and supervisors must validate the requirement to increase the limit. Limits are raised on a temporary basis not to exceed 12 months and can be accomplished within the travel card vendor's electronic access system or by contacting the travel card vendor. Approval authority/limits within the Department are communicated to the travel card vendor through the DTMO. Commanders and supervisors may, through their APCs, decrease the available cash limit to reduce the potential for unnecessary cash withdrawals.

B. Restricted Travel Card (e.g., IBA). Restricted cards are issued to individuals with a non-qualifying credit score (FICO score of 500-659), individuals with no credit history, or to selected individuals as directed by their commander or supervisor. Individuals who do not consent to a credit check, but still require a travel card will be issued a restricted card. The credit, cash, and retail limits will be as prescribed by the Department. Restricted travel cards are the same in appearance as standard cards; however, they will remain in an inactive status after receipt verification of the card. The cardholder must contact their APC to request activation of the card for each period of travel. The APC will only activate restricted travel cards for official travel periods. The APC will deactivate restricted travel cards upon completion of official travel unless mission requirements dictate otherwise. The credit, cash, and retail limits will be as prescribed by the Department. In the same manner as standard cards, APCs, CPMs, and the DTMO are authorized to raise these limits temporarily in order to meet mission requirements. Limits are raised on a temporary basis not to exceed six months and can be accomplished within the travel card vendor's electronic access system. Commanders and supervisors may, through their APCs, decrease the available cash limit to reduce the potential for unnecessary cash withdrawals.

030302. Centrally Billed Accounts (CBAs)

A CBA is a travel card account issued to a DoD activity. CBAs are issued to make travel arrangements and must be used in lieu of issuing an Optional Form (OF) 1169, Government Transportation Request, for payment purposes. Payments are subject to the Prompt Payment Act of 1982, as amended. Prompt Pay Act information can be obtained at the US Department of Treasury, Bureau of the Fiscal Service's [website](#). These accounts contain a unique prefix that identifies the account as a CBA for official federal government travel. This prefix also identifies the account as eligible for government travel rates including city pair rates and tax exemption. The APC must forward any request to establish a CBA or increase a credit limit to the appropriate CPM for approval. For information on disputes, see subparagraph 031202.C. The CPMs will also ensure that annual reviews are performed to monitor credit limits and card utilization. CBAs are issued for the following purposes:

A. Transportation Accounts. Transportation CBA travel card accounts are issued to DoD activities for use in purchasing transportation, including airline tickets, bus tickets, and rail tickets. CBA Transportation accounts will only be used when a traveler has not been

issued an IBA or is exempt from mandatory use of the travel card. These purchases are made through a Commercial Travel Office (CTO) directly with the travel service provider or their agent (e.g., charter bus or air companies). The transportation office, or other designated DoD activity, receives and is responsible for reconciling the transportation charges appearing on the invoice and for verifying/certifying the invoices for payment. The transportation office, or other designated DoD activity, will forward verified/certified invoices to the designated entitlement office (i.e., vendor pay) for computation and subsequent transmittal to designated disbursement office. This will be completed in a manner that allows payment to be made within the 30-day limitation prescribed in the "Prompt Payment Act" thus avoiding any interest penalties. Per OUSD(P&R) memorandum May 3, 2007, Reduction of Centrally Billed Accounts mandates the use of IBA for transportation costs rather than CBA for all IBAs.

B. Unit Travel Charge Cards. DoD Components may use unit travel charge cards for group travel requirements only when it is cost effective, in the best interest of the mission, and authorized by the CPM. Categories of travelers whose travel expenses may be charged to unit travel charge cards include, but are not limited to, new recruits and employees who do not yet have IBAs, prisoners, DoD group travelers, and foreign nationals participating in support of official DoD sponsored programs or activities. Components will limit the issuance of unit travel charge cards whenever possible and maximize the use of IBAs. ATM withdrawals against unit cards will also be limited. The travel card vendor must receive written approval from the appropriate CPM before issuing a unit travel charge card. Upon receipt of each invoice, the designated unit cardholder is responsible for reconciling the travel card charges and promptly providing the reconciled copy of the statement to the unit account coordinator. The unit account coordinator is responsible for reconciling the charges appearing on the summary account monthly statement which is a composite (rollup) of all charges from all cards assigned to that organization. The unit account coordinator is also responsible for filing any disputes (see subparagraph 031202.C.) with the travel card vendor. Once the billing statement is reconciled, the unit account coordinator will obtain fund certification from the resource management office before forwarding certified billing statements, with any required supporting documentation, to the designated entitlement office (i.e., vendor pay) for computation and subsequent transmittal to the designated disbursement office.

030303. Electronic Access System (EAS)

The travel card vendor, Citigroup, provides an [EAS](#) to assist with travel card program management. The EAS is accessed via the Internet and will be used by CPMs, APCs, cardholders, and other authorized users to assist in the management of their travel card accounts by displaying account and transaction data and by providing reporting capability. Individuals with access to the EAS will use the system to the maximum extent possible. The CPMs will inform the travel card vendor of any organizations (e.g., major commands, major subordinate commands, bases or installations) that are unable to access the EAS. In cases where access to the travel card vendor's EAS is not available, reports may be provided by the vendor with approval of the CPM or the DTMO.

030304. Automated Teller Machine (ATM) Use

IBA travelers should use the travel card at ATMs to obtain cash needed to pay for “out-of-pocket” travel related expenses. Valid “out-of-pocket” travel related expenses are those that cannot be charged on the travel card (see paragraph 030603 for examples). The cardholder will contact the travel card vendor to establish a personal identification number to gain ATM access. ATM advances will not be obtained more than three working days before the scheduled departure date of any official travel. The travel card vendor will charge the cardholder a transaction fee for ATM use. In addition, ATM owners may charge a service fee for ATM access. These charges will appear on the cardholder’s billing statement and are considered reimbursable expenses that should be claimed on the traveler’s voucher. Cash withdrawals from an ATM during non-travel periods or not related to official government travel requirements are “not authorized” and are considered misuse (see paragraph 031005 for examples). This includes but is not limited to any withdrawal of a credit balance or any amount the travel card vendor owes the cardholder. Any ATM fees charged by travel card vendor or ATM network operators for unauthorized withdrawals are NOT reimbursable. A travel advance from DoD disbursing offices may not be authorized for personnel who have been or are eligible to be issued a travel card. Commanders and supervisors may direct the APC to adjust ATM/cash limits to accomplish specific missions or to reduce the potential of cardholders overspending on the trip. Commanders and supervisors may authorize, in writing, a travel advance from a DoD disbursing office in situations where necessary to meet mission requirements.

030305. Merchant Category Codes (MCCs)

A MCC is a four-digit number assigned to a business by MasterCard® or VISA® when the business first starts accepting one of these cards as a form of payment. The MCC is used to classify a business by the type of goods or services provided. The Department blocks some MCCs to prevent inappropriate card use. The use of MCCs can be tailored to meet the mission needs during the initial setup of the account.

030306. Rebates

A rebate is a benefit the DoD receives for the use and timely payment of the travel card. Two types of rebates, sales and productivity, are available from the travel card vendor. Sales rebates are based on charge volume and productivity rebates are based on payment performance. The rebates are computed and distributed on a quarterly basis. The formula used to compute these rebates varies depending on the type of rebate. Each Component will ensure the rebates are properly recorded. The heads of DoD Components will determine the distribution of rebates within their organizations.

0304 TRAVEL CARD ELIGIBILITY**030401. DoD Personnel**

All DoD personnel (military or civilian), unless otherwise exempt, who perform travel as part of their duties will obtain and use an IBA travel card. DoD personnel will be issued only one travel card. If a DoD civilian employee is also a member of a reserve/guard unit, the travel card will be issued through the individual's civilian agency, not his/her Reserve/Guard unit. When a reserve/guard member is required to perform training or active duty, a copy of his/her military orders must be provided to his/her DoD agency.

030402. Infrequent Travelers

Infrequent travelers are those who travel two times or less in a 12 month period. Infrequent travelers are not required to be issued a travel card; however, Commanders/supervisors may require infrequent travelers to obtain a travel card to meet mission requirements. If issued a travel card, infrequent travelers are required to use the card as per paragraph 030401.

030403. Foreign Nationals

Foreign national personnel, with the exception of those serving in the U.S. Uniformed Services, are not authorized to possess or use an IBA. Travel expenses for foreign national personnel traveling in support of official DoD sponsored programs or activities may be placed on a CBA or an alternative card product.

030404. Non-appropriated Fund Instrumentality (NAFI) Employees

NAFI employees of the DoD are authorized to use travel cards in conjunction with official travel.

030405. Recruiting Personnel

Military personnel assigned to recruiting duty are authorized to use travel cards for official reimbursable expenses in their local recruiting areas in addition to any official travel away from their duty stations.

030406. DoD Contractors

DoD contractors are not authorized to possess or use any type of travel card, regardless of the type of contract they are operating under.

030407. DoD Volunteer Positions

Individuals serving in voluntary positions are not eligible to obtain or use an IBA. The transportation costs of DoD volunteers may be charged to a CBA.

0305 USE OF THE TRAVEL CARD

030501. Requirement

Unless otherwise exempt (see Section 0306), all DoD personnel (military or civilian) are required to use the travel card for all authorized expenses relating to official government travel. Official government travel is defined as travel under official orders to meet mission requirements.

030502. Failure to Use GTCC

Failure to use the travel card will not be used as a basis for refusal to reimburse the traveler for appropriate charges. However, failure to use the travel card may subject the traveler to appropriate administrative or disciplinary action.

030503. Statement Notifying Traveler of the Requirements of TTRA

All travel authorizations/orders will include the following statement notifying travelers of the requirements of the TTRA: “The TTRA stipulates that the GTCC will be used by all U.S. Government personnel, military and civilian, to pay for costs incident to official government travel unless specifically exempt.” Travel Authorizations/Orders will also include:

- A. Whether the traveler does, or does not, have a travel card.
- B. If the traveler has a travel card, indicate whether the traveler is exempt from mandatory use under TTRA. This statement also authorizes alternative payment methods.
- C. That individuals with a travel card will obtain cash for those official expenses that cannot be placed on the travel card, as authorized, through automated teller machines (ATMs), rather than obtaining cash advances from a DoD disbursing/finance office.
- D. Whether a CBA or an IBA will be used to purchase airline tickets in accordance with the Joint Federal Travel Regulations, [Volume 1](#), Chapter 2, Part G, U2505, Joint Travel Regulations (JTR), [Volume 2](#), Chapter 2, Part G, C2505, and [JFTR, Appendix I](#), Part 3 and [JTR, Appendix I](#), Part 3.

030504. Leave in Conjunction with Official Travel (LICWO)

Expenses associated with LICWO will not be placed on a GTCC, IBA or CBA, see JFTR, Volume 1, Chapter 2, Part B, U2120 and JTR, Volume 2, Chapter 2, Part B, C2120. LICWO is used at a traveler/cardholder’s own risk. If the official travel is cancelled (i.e., there is no reimbursement for the official cost of the government/official ticket charged against the IBA/CBA) or rescheduled for a later date, there is no entitlement/reimbursement for the LICWO ticket to be changed or rescheduled. LICWO cases will be applied in the following manner:

A. When air is the approved mode of transportation for travel, the CTO shall issue the official ticket from/to authorized locations prior to entertaining any LICWO travel request. Once the official ticket has been issued, the traveler has the option of using the CTO for their leisure travel needs.

B. When the CTO is used for leisure travel: The CTO, upon the traveler's request, shall exchange the traveler's official ticket, paid for by either an IBA or CBA, for a leisure ticket incorporating the official value therein. The member shall pay any additional costs (to include transaction fees) due at the time of the ticket exchange. The traveler will be required to pay any additional cost with cash, check, or personal credit card. If the form of payment used for the official ticket was a CBA, the service member may be required to sign a document acknowledging their responsibility to turn back into the government any official value which was applied to their leisure ticket if the official trip is cancelled for any reason. The document signed by the member may be used as a tracking tool to notify their local disbursing office after 30 days should a pay adjustment authorization (i.e., DD Form 139) become necessary. Electronic sweeps by the CTO will capture unused leisure tickets where official value is incorporated therein, and if a traveler does not turn the official value back into the government after 30 days a pay adjustment authorization may be initiated.

1. In cases where the cost of the official ticket is less than the LICWO ticket, the CTO will issue the official travel ticket. The traveler may apply/exchange the official ticket with the same carrier or a carrier that has an agreement with the issuing carrier for the LICWO ticket. The official ticket amount may be applied to the LICWO ticket. The traveler will be required to pay any additional cost with cash, check or personal credit card.

2. In cases where the cost of the official ticket is more than the LICWO ticket, the CTO will issue the official travel ticket. The traveler may apply/exchange the official ticket with the same carrier or a carrier that has an agreement with the issuing carrier for the LICWO ticket. The official ticket amount may be applied to the LICWO ticket. If the traveler used an IBA to purchase the official ticket, the traveler will receive a credit on their GTCC from the issuing carrier for the difference in fares. The traveler should request a new receipt for the lower cost fare and must adjust the fare cost when making the claim for reimbursement within the travel system used. If the traveler is using a CBA, the CBA will receive a credit for the exchanged fare from the issuing carrier for the difference in fares.

C. When the CTO is not used for LICWO travel: If the official ticket issued by the CTO was purchased with a CBA, and the ticket exchange is made directly with the airline, the traveler is liable for any official value which was applied to their leisure ticket should the official trip be cancelled for any reason. Electronic sweeps by the CTO will capture unused leisure tickets where official value is incorporated therein, and if a traveler does not turn the official value back into the government after 30 days a pay adjustment authorization may be initiated.

030505. Permanent Change of Station (PCS)

Use of an IBA for PCS travel is at the discretion of the Component. If use of the IBA is authorized by the Component, the Component will establish guidance on which expenses will be placed on the IBA with the exception of the purchase of City Pair airfares when a leave location is involved. For specific instructions concerning City Pair airfares with a leave location involved refer to paragraph 030504.

0306 EXEMPTIONS

030601. GSA Exemptions from the Mandatory Use of GTCC

The GSA has exempted the following classes of personnel from the mandatory use of the travel card:

- A. DoD personnel (military or civilian) who have an application pending for the travel card.
- B. Individuals traveling on an invitational travel order/authorization
- C. New appointees/recruits.

030602. DoD Exemptions from Mandatory Use of the GTCC

In addition to the government-wide GSA exemptions, the DoD has further exempted the following classes of personnel from mandatory use of the card:

- A. Members of the Reserve Officers Training Corps and military personnel undergoing initial entry or initial skill training prior to reporting to their first permanent duty station.
- B. Individuals who are denied travel cards or whose travel cards have been canceled or suspended by the travel card vendor or the cardholder's agency/organization. This exemption does not apply to DoD personnel (military or civilian) who are denied travel cards because they do not accept the terms and conditions of the cardholder agreement, such as refusing to: (1) complete (to include SSN and residential mailing address) and sign the account application form, or (2) permit a credit check. The exemption also does not apply when DoD personnel (military or civilian) cancel their cards, for whatever reason, to include disagreement with existing or revised terms and conditions of the cardholder agreement.
- C. Hospital patients and/or medical evacuees.
- D. Prisoners.
- E. Military members or DoD civilian personnel as approved by the Head of a DoD Component during: (1) a period of war, (2) a national emergency declared by the President or the Congress, or (3) mobilization, deployment, or contingency operations.

F. DoD personnel (military or civilian) who use the card only for travel en route to a point of departure for deployment and cannot file a voucher prior to their deployment.

G. DoD personnel (military or civilian) traveling to or in a foreign country where the political, financial, or communications infrastructure does not support the use of the travel card.

H. DoD personnel (military or civilian) whose use of the travel card, due to operational, security, or other requirements of a mission, would pose a threat to national security, endanger the life or physical safety of themselves or others, or would compromise a law enforcement activity.

I. Individuals employed or appointed on a temporary or intermittent basis upon a determination by the individual's supervisor or other appropriate official that the duration of the employment or appointment or other circumstances pertaining to such employment or appointment does not justify issuance of a travel card to such individual.

030603. Exemptions of Mandatory Use of Expenses

The following expenses are exempt from the mandatory use of the individually billed travel card. However, cardholders are encouraged to use the travel card to the greatest extent possible, to include withdrawing cash from an ATM to pay for these expenses, where practicable.

A. Expenses incurred at a vendor that does not accept the travel card.

B. Meal charges when the use of the card is impractical, in government dining facilities as an example.

C. All expenses covered by the "incidentals" portion of the per diem allowance.

D. Miscellaneous expenses typically paid using cash such as coin operated parking meters, toll booths, laundry facilities.

E. Relocation allowances for DoD civilians, except en route travel and house hunting trip expenses as prescribed in the JTR Volume 2, Chapter 5.

F. Official local and long distance telephone calls.

G. In cases where the cardholder is paying for registration fees in advance of travel, the cardholder should contact their APC and use the Government Purchase Charge Card (GPCC) for payment of these fees. Use of the IBA is acceptable when use of the GPCC is not feasible in accordance with individual Component policy. Use of the IBA for local registration fees is at the discretion of the Component.

030604. Additional Exemptions

DoD Component Heads, or their designees, may exempt additional expenses from the mandatory use requirement of the travel card. Those exemptions covering classes of expenses or personnel (vice exemptions for individuals) will be approved by the Director, DTMO prior to implementation.

030605. Payment Methods Authorized When Exempt

When an exemption is granted from the mandatory use of the individually billed account, one, or a combination of, the following may be authorized for payment of travel expenses:

- A. Personal funds, including cash or a personal credit card.
- B. Travel advances and CBAs.
- C. Alternative card products offered under the [GSA SmartPay®](#) contract.

D. OF 1169 GTRs. GTRs are used on an “exception only” basis when no other payment method within paragraph 030605 is available.

City pair contractors (airlines that provide services under the GSA City-Pair Program), however, are not required to accept the types of payments listed here with the exception of the CBA. Charge cards issued under the GSA SmartPay® program contract contain a unique numeric prefix that identifies the account as an official travel card. This prefix identifies the account as being eligible for government travel rates, including city pair rates, and tax exemptions when permitted under state law.

0307 NON-MANDATORY USE OF THE TRAVEL CARD

030701. Card Use

If an individual is exempt from mandatory use of the travel card, he/she may elect to apply for and use the travel card on a voluntary basis. The Department’s policy on split disbursement of travel reimbursement applies to any voluntary use of the travel card. Commanders/supervisors may require individual travelers to obtain a travel card to meet mission requirements. If issued a travel card, these individual travelers are required to use the card as per paragraph 030401.

030702. Local Travel

An IBA may be used for local travel expenses, but such use is not required under the TTRA. Use of an IBA for local travel is at the discretion of the Component. Local travel is considered official travel when the individual is performing official duties in and around the area of the permanent duty station; however, use of the travel card to purchase meals while in this status is not permitted unless otherwise specified in the JTR/JFTR.

0308 TRAVEL CARD TRAINING**030801. APC Training**

When an individual is appointed as a new APC, it is mandatory that the appointee completes the APC training course that is available on the DTMO TraX. APCs will ensure a copy of the certification of completion is retained or can be found in TraX. Refresher training is required every three years and may be obtained from other sources, as approved by the CPM. A certificate of refresher training will be retained by the APC, either electronically or in hard copy. APCs are encouraged to attend training on the use of the EAS provided by the travel card vendor pursuant to its contract with the Government, to include the annual GSA SmartPay® Forum and web-based training.

030802. IBA Cardholder Training

When an individual receives a travel card for the first time, it is mandatory that they complete the “Cardholder 101” training course that is available on the TraX. Cardholders will ensure a copy of the certificate of completion is retained by the APC or can be found in TraX. Refresher training is required every three years and may be completed using other sources as approved by the applicable CPM. Refresher training will be documented and retained either electronically or in hard copy by the APC.

030803. Records Retention

Copies of all training certificates must be maintained until “superseded or obsolete, or upon separation or transfer of DoD personnel (military or civilian)” pursuant to U.S. National Archives and Records Administration ([NARA](#)) requirements, General Records Schedule 9, paragraph 4 General Travel and Transportation Files.

0309 APPLYING FOR A TRAVEL CARD**030901. IBA Applications**

Application forms (either electronic or hard copy) for an IBA are available via the travel card vendor’s [Citigroup’s](#) website or from an APC. The electronic application is the preferred method since it provides tracking capability. An APC will provide an applicant with a travel card application along with appropriate program information and the “DoD Statement of Understanding for Travel Cardholders,” SOU which an applicant must complete. No card will be issued without a properly completed application, the signed SOU and the Cardholder 101 completion certificate.

A. Routine Applications. Within three days of receipt, the APC will process the completed application and forward it to the travel card vendor. The APC will request that the travel card vendor establish a new IBA upon receipt of a properly completed application. The applicant, the applicant's supervisor, and the APC will sign the application. The APC will complete the billing hierarchy information on the application before submitting to the travel card vendor. If the APC submitted the application via the online application feature, the APC will be able to monitor the travel card vendor's EAS regarding application status.

B. Emergency/Expedited Applications

1. Use of the emergency application process will be determined by the APC and will normally be processed and the card shipped within 24 hours.

2. Expedited applications will be used for personnel who are scheduled to travel within five working days. Individuals should be reminded to plan ahead and apply for a travel card far enough in advance to avoid the need for an expedited application.

3. The travel card vendor will charge a fee, which will be on the cardholder's initial billing statement, for emergency/expedited delivery. APCs should make a special effort to ensure the cardholder is made aware of the expedited fee being charged to their account, that this fee is reimbursable and should be claimed on a travel voucher in order to be reimbursed. If, for any reason, the scheduled travel does not occur, cardholders may claim reimbursement for the expedited delivery fee on a Standard Form (SF) 1164, Claim for Reimbursement for Expenditures on Official Business, or a Defense Travel System (DTS) local voucher. The fee will not apply to expedited delivery for emergency replacement of cards lost, stolen, or otherwise unusable by travelers who are in a travel status.

4. Cards that are shipped within 24 hours will be delivered in an active state and do not require the APC to phone the travel card vendor to activate the card. The cardholder is responsible for verifying receipt of the card.

C. Reapplying for IBA. If an applicant has been denied a GTCC for failing to meet the DoD minimum credit score, they may contact their APC for assistance in obtaining a GTCC. If the commander/APC deems it necessary for this applicant to have a GTCC, the APC must fax a paper IBA application to the travel card vendor. The travel card vendor will issue a restricted card. If the commander/APC decides not to issue this applicant a GTCC, the applicant will require other travel assistance to complete travel requirements.

030902. Issuance of IBA Cards by the Travel Card Vendor

Upon receipt of a properly completed and approved application, the travel card vendor will issue the travel card and cardholder agreement within three business days. The travel card vendor will mail the card to the individual cardholder's residential mailing address on file with the travel card vendor, the cardholder's temporary duty location if applicable, or otherwise as directed by the APC. The travel card vendor will allow the cardholder the option to establish his or her personal identification number. IBAs may be issued in one of two designs as determined by the APC:

A. Standard Card Design. Standard cards are embossed with the great seal of the United States, the words “United States of America” and “For Official Government Use Only.”

B. Quasi-Generic Card Design. Quasi-Generic cards are issued with the travel card vendor’s commercial design, but do not contain any association with the DoD other than the account number. Quasi-Generic cards provide a level of protection for cardholders whose association with the U.S. Government should be protected. Quasi-Generic cards will be issued for all new, re-issue and renewal cards being requested by agencies/organizations. The issue and use of Quasi-Generic cards are subject to the same terms and conditions as all travel cards.

030903. CBA Applications

All requests for CBAs must be forwarded to the applicable CPM for approval. Once approval has been granted by the CPM for establishment of a CBA account, the hard copy application form will be used. The requesting command must complete the application form and submit it to the CPM for signature. The CPM will submit the application to the travel card vendor for processing and monitor the travel card vendor's EAS regarding application status. The CPM is responsible for providing the billing hierarchy information, the appropriate Bank Identification Number (BIN) assignment and establishing and maintaining reasonable credit limits.

0310 PROGRAM MANAGEMENT CONTROL

031001. Requirement for Credit Checks

Title 10, United States Code (U.S.C.), [Section 2784a](#) requires the evaluation of creditworthiness before issuing a travel card (IBA only). To meet this requirement, the travel card vendor performs a credit check on each new card applicant who agrees to the credit check. Depending on the credit score, applicants are eligible for a standard card, a restricted card, or may not be eligible for a card. At no time and in no case will the travel card vendor provide credit check results to the APC. If the applicant agrees to a credit check, the fact that a credit check has been performed will appear on the credit bureau’s record for the applicant and will be evident to subsequent credit grantors who request a credit check. The issuance of a travel card and the credit limit on the card will not be reported to the credit bureaus. This process is considered a “soft pull” or a screening; the travel card vendor checks the applicant’s credit score to see if the minimum requirements are met. This has little to no effect on an individual’s credit score.

031002. Non-Qualifying Applicants

Personnel who are denied an IBA travel card due to a non-qualifying credit score are exempt from mandatory use of the card. For additional information see subparagraph 030901.C. However, personnel who cancel their card, for whatever reason, to include disagreement with existing or revised terms and conditions of the cardholder agreement, may not be eligible for a travel advance and may be subject to administrative/disciplinary action.

031003. Metric Reporting

The Office of Management and Budget ([OMB Circular A-123, Appendix B](#)), requires Federal Agencies to establish performance metrics as a measure of effectiveness and as a management control mechanism. Although reporting to OMB is no longer required, performance metrics remain a valuable tool as an indicator of the “health” of the Department’s Government Travel Charge Card Program. Delinquencies negatively impact program performance and long term delinquencies may have adverse impacts on an organization’s mission readiness. To facilitate meeting this requirement, the following performance measures are established effective immediately:

- A. IBAs based on the percentage of open accounts delinquent.
Green: 0.00% - 1.00%
Yellow: 1.01% - 2.00%
Red: > 2.00%
- B. CBAs based on the amount of delinquent dollars.
Green: 0.00% - 1.00%
Yellow: 1.01% - 2.00%
Red: > 2.00%

***031004. Program Review**

Commanders and Agency Heads will ensure that periodic internal control reviews are conducted for their travel card programs. [Public Law 112-194, The Government Charge Card Abuse Act of 2012](#), outlines the minimum requirements to ensure effective management controls. To assist organizations with meeting these requirements, a compliance checklist was published by OMB and GSA (see Annex 9). Organizations may use the checklist, or incorporate those items into existing program management checklists to aid in conducting required program reviews, or to assist external organizations (e.g., [Inspector General](#)) with their reviews. Reviews should include: (a) ensuring travelers submit travel vouchers within five days of completion of official travel and comply with split disbursement requirements, (b) ensuring credit limits are adjusted/appropriate to meet mission requirements, (c) ensuring unused accounts are closed, (d) ensuring the APC is a part of the check-in/checkout process, APCs should verify account status before joining or detaching cardholders, (e) ensuring APCs are running and analyzing the reports identified in Section 0314 to assist with program management, and (f) ensuring APCs are following the procedures required to notify delinquent cardholders (see Section 0311). For DTS travel, APCs should coordinate with their Defense Travel Administrator (DTA)/Finance Defense

Travel Administrator (FDTA) to obtain the Un-submitted Voucher Report to identify travelers who have not submitted a voucher within five days of returning from official travel. APCs can request access to DTS to obtain this report for their organization by contacting their DTA. Findings of significant weaknesses should be reported to the CPM in addition to the command or agency head.

031005. Misuse

Misuse of the travel card will not be tolerated. Commanders/Supervisors will ensure travel cards are used only for official travel related expenses. Examples of misuse include, but are not limited to: (a) expenses related to personal, family or household purposes except for authorized PCS expenses, (b) cash withdrawals from an ATM used during non-travel periods or not related to official government travel requirements are “not authorized.” This includes but is not limited to any withdrawal of a credit balance remaining on the card, (c) intentional failure to pay undisputed charges in a timely manner, and (d) ATM cash withdrawals taken more than three days prior to official government travel. With the exception of expenses incident to official travel described in paragraph 031006, use of the travel card for personal expenses incurred during leave in conjunction with official travel is not authorized. Cardholders who misuse their travel card may be subject to administrative or disciplinary action, as appropriate. Annex 8 provides a sample of memorandum to cardholder regarding suspected misuse/abuse of travel card.

031006. Expenses Incident to Official Travel

The cardholder, while in a travel status, may use the travel card to charge non-reimbursable expenses incident to official travel such as in-room movie rentals, personal telephone calls, exercise fees, and beverages, when these charges are part of a room billing and are reasonable. Additional expenses incurred for spousal occupancy (hotel room) and meals may be included if inherent to the traveler’s lodging billing statement even if the additional expense is not reimbursable. The traveler is required to pay all charges (whether reimbursable or non-reimbursable) as part of the normal travel settlement process. Separate charges for airfare, hotel rooms, rental cars or meals for spouses or family members are not authorized to be charged on the IBA, except as determined by the Components for authorized dependent travel (i.e., PCS travel).

031007. Split Disbursement

All DoD personnel (military and civilian) are required to split disburse all undisputed expenses charged to the travel card as a part of the travel settlement process. Payment for all travel card charges will be sent directly to the travel card vendor via split disbursement as part of the traveler’s voucher reimbursement. It is the cardholder’s responsibility to promptly pay the travel card vendor directly for any outstanding charges not split disbursed at the time of the travel voucher settlement. To support the split disbursement requirement, the DTS automatically includes airline/rail (IBA only), hotel, rental vehicle, and other miscellaneous expenses identified by the traveler in the split disbursement amount paid directly to the travel card vendor. DTS users should also include the amount of any ATM withdrawals and any miscellaneous travel card

charges (for meals as an example) in their split disbursement amount paid directly to the travel card vendor. Traveler's submitting manual voucher's for non-DTS travel are required to annotate the split disbursement amount in the upper right hand section of the DD 1351-2. Approving officials are responsible for ensuring that split disbursement amounts are properly annotated and should return any travel vouchers that do not comply for correction and resubmission. For additional information regarding split disbursement, refer to Title 10 U.S.C. 2784a.

031008. Data Mining

APCs should use the travel card vendor provided data mining tools to gather and analyze travel card data and to identify incidents of suspected misuse. For additional information on data mining, see paragraph 031405.

0311 AGENCY PROGRAM COORDINATOR (APC) DUTIES

031101. General

An APC plays an important role in the proper management of the travel card program. Commanders/Supervisors should consider the volume of workload associated with the APC responsibilities in determining how many personnel may be needed to manage their travel card programs. The frequency of travel and the delinquency rate of the organization should also be taken into account. Individuals appointed as APCs must have the skills necessary to properly manage the travel card program and access to the travel card vendor's EAS to run and work monthly reports to assist in the management of the travel card program. APCs have access to sensitive information and relay this information to the chain of command for determination of appropriate action when necessary. Commanders/supervisors should consider assignment of APC duties to civilian personnel where practical in order to avoid the loss of knowledge of program responsibilities in high turnover military positions.

031102. APC Travel Card Guides

APCs should refer to the APC Travel Card Guides available on the [DTMO](#) website to assist them with performing their duties.

031103. Records

APCs will maintain, or have access to all pertinent records for cardholders assigned to their hierarchy, such as the SOU, certificates of training, delinquency notices, and required reports specified in Section 0314. Each APC, in conjunction with the travel card vendor, will maintain an up-to-date list of current cardholders and accounts, to include information such as account names, account numbers, addresses, and telephone numbers. Due to the sensitivity of the data contained in these files, the data must be maintained in a secure container or area that precludes unauthorized access. APCs maintaining these records must ensure they are marked and protected in accordance with the provisions of the Privacy Act. Records may be retained in

hardcopy, in a secure electronic format or an authorized document management system. Records will be retained for two years in accordance with the U.S. National Archives and Records Administration requirements, General Records Schedule 9 (NARA). However, records may be retained longer at the discretion of the Component. Online applications are no longer required to be maintained by the APC, the travel card vendor maintains the online application.

031104. Hierarchy Structure

The APC is responsible for maintaining his/her organizational hierarchy structure. This hierarchy is the link that identifies cardholder accounts to correct organizations within a Component. The APC is responsible for tracking arriving and departing cardholders through the check-in/out process to maintain the validity of the organizational hierarchy and the travel card vendor reporting information. The establishment of a new hierarchy requires the approval of the next higher level APC who has administrative rights over that hierarchy.

031105 Procedures in the Travel Card Vendor's Training Guides

The APC will follow the procedures published in the travel card vendor's training guides for using the EAS to transfer cardholders with open, closed, and suspended accounts. Travelers attending formal training en route to their next assignment will remain in the hierarchy of the losing organization until completion of training. The receiving component must accept the account regardless of account status and ensure any outstanding balance is paid during the travel settlement process via split disbursement.

031106. Closure of GTCC Cardholders

The APC will close a travel card account upon a cardholder's retirement, separation, termination, or death. The APC will ensure any outstanding travel vouchers are submitted and any outstanding balance is paid during the travel settlement process via split disbursement prior to final separation.

031107. Monitor and Reporting Delinquencies

The APC will monitor and report all delinquencies to appropriate personnel and take appropriate actions as described in the delinquency management section. APCs are also responsible for monitoring all accounts for proper use of the travel card and to report accounts with unauthorized transactions to commanders and/or supervisors for action, as appropriate.

031108. Review Reports to Identify Accounts for Closure

On a periodic basis, the APC will review any reports provided or made available by the travel card vendor to identify accounts for potential closure. Accounts not used in a 12-month period may be closed with an option to reopen without a new application if the need for travel arises.

0312 TRAVELER REIMBURSEMENT AND PAYMENT RESPONSIBILITIES

031201. Timely Reimbursement of Travel Expenses

A. Reimbursement Within 30 Days. Agencies will reimburse DoD personnel (military or civilian) for authorized travel expenses no later than 30 days after submission of an accurate and complete travel claim to the office where the claim is to be approved. Therefore, a satisfactory recordkeeping system will be maintained by the approving official to track submission and receipt of travel claims. For example, the approving office must annotate on travel claims received by mail the date when the office received the claim. Travel claims submitted electronically to the approving official are considered to have been received on the submission date indicated on the email, or on the next business day if submitted after normal working hours. For DTS, the travel claim is considered to be received when the traveler signs the claim and it is routed to the approving official.

B. Travel Claim Errors. A travel claim with an omission or an error will be returned to the traveler within a seven day period. The notification will include the reason(s) why the travel claim is not correct. Receipt of a corrected travel claim by the paying office begins/restarts the 30 day payment period in which the government must make payment or pay a late fee.

C. Late Payment Fees and Charges. Should payment of the travel settlement take longer than 30 days following receipt by the office where the claim is approved, that office may be required to pay a late payment fee to the traveler. This fee is payable, using the Prompt Payment Act interest rate, beginning on the 31st day after the submission of a proper travel claim and ending on the date that the payment is disbursed by the government. The only exception to the requirement for this payment is that no payments are required for amounts less than \$1.00. Interest payment funding instructions can be found in Volume 10, Chapter 7. The Internal Revenue Service has determined that the late payment fee is reportable as interest and that the payment equal to the late payment charge is to be reported as additional wages. In addition, travelers may be reimbursed for late fees imposed by the travel card vendor if the non-payment that incurred the late fee was a result of the government's untimely processing of the travel voucher.

D. Systems Modifications. As necessary, DoD Component travel systems will be modified to capture the date of submission of a proper travel claim and compute entitlement for late payment fees due as a result of untimely settlement.

E. Claims for Late Payment Fees. Payment of late fees should be calculated and paid at the time the voucher is processed. Travelers who believe that late payment fees were not included in the calculation of their travel vouchers may submit supplemental travel claims for late payment fees. Each supplemental travel claim will be submitted through the office where the claim is to be approved. That office will annotate the claim with the date that the original travel claim was received.

031202. Responsibilities of Travelers

A. Monthly Statements. Cardholders are responsible for payment in full of the undisputed amount stated on the monthly billing statement by the due date indicated on the statement. Accounts are considered past due at 30 days past billing and delinquent if unpaid 61 days after the billing date. Cardholders are responsible for payment regardless of the status of their travel reimbursements.

B. Long Term Travel. Long term travel is defined as travel greater than 45 days. While in a long term travel status, the traveler will file interim vouchers every 30 days in order to receive partial payments and will use split disbursement as the means of settlement to ensure payment to the travel card vendor to avoid delinquency. For DTS travel, cardholders should request scheduled partial payments as part of the authorization process, ensuring that expenses anticipated to be charged on the travel card are properly designated.

C. Disputed Charges. In the event that the billing statement includes charges that the account holder considers questionable, the cardholder will first contact the merchant to try to resolve the questionable charge. If unsuccessful, the cardholder will obtain a dispute form from the APC for IBA, account manager for CBA, or from the travel card vendor's website. The cardholder will complete and send the form to the travel card vendor. The cardholder can find a Transaction Dispute Guide on the travel card vendor's website, under APC Guides. All disputes must be filed within 60 days of the date on the billing statement on which the erroneous charge first appeared. It is the responsibility of the cardholder to ensure the dispute form has been received by the travel card vendor. Once the dispute notification has been received by the travel card vendor, the travel card vendor will issue a provisional credit for the amount of the dispute pending resolution. Formally disputed charges will not age and the account will not suspend for lack of payment. Any disputed charge identified in the reconciliation process will be resolved in the manner prescribed in the GSA SmartPay® Master Contract. Should the travel card vendor request additional information to research and resolve the dispute, the cardholder must provide the requested information within the timeframe given. Disputes found in favor of the merchant vendor or failure to comply will result in the disputed charge being placed back onto the cardholders account, and the cardholder would be responsible for repayment as well as any applicable late fees for IBA or Prompt Payment Interest charges for CBA.

D. Salary Offset. Upon written request of the travel card vendor, the Department will, on behalf of the travel card vendor, begin the process of salary offset. Accounts become eligible for salary offset when an unpaid balance reaches 126 days past billing. Salary offset is the collection (by deduction from the amount of pay owed to the cardholder) of any amount the cardholder owes to the travel card vendor as a result of undisputed delinquencies. Specifics on the procedures of salary offset are contained in Volume 7A, Chapter 43, Section 4305 for military members and Volume 8, Chapter 8, paragraph 080902 for DoD civilian employees.

E. Reduced Payment Plan. A plan offered by the travel card vendor to delinquent cardholders that allows for payment of outstanding balance over a defined time period as an alternative to salary offset. The Reduced Payment Plan cannot be initiated once salary offset has begun. Failure to comply with the agreed-to payment schedule will result in automatic referral for salary offset.

F. Reinstatement of Cancelled Accounts. Accounts that have been cancelled due to delinquency may be eligible for reinstatement. In order to be approved for reinstatement, cardholders must meet set criteria: A reinstatement application is required, the individual must consent to a credit check, and a non-reimbursable reinstatement fee is required. In addition, the balance must have been paid in full for a minimum of 60 days; there have been no payments returned for nonsufficient funds (NSF) in the previous 12 months, and there were no more than three NSF payments in the life of the account. The account will not be considered for reinstatement if the previous account had been charged off as a bad debt. If the reinstated account is subsequently canceled, the cardholder will not be considered for reinstatement a second time.

G. Account Upgrade. An account upgrade is a process by which a cardholder may request to “upgrade” a restricted IBA account to a standard IBA account. Applicants must agree to a new credit check and must meet the minimum credit score to be upgraded to a standard account.

H. Fees Chargeable by the Travel Card Vendor. The following fees may be charged by the travel card vendor:

1. Non-Sufficient Funds (NSFs) Fee. A NSF fee will be applied to a cardholder’s account when a payment is returned by the cardholder’s financial institution for insufficient funds. NSF fees are not reimbursable. An account that has two (2) or more NSFs within a 12 month period is subject to immediate cancellation by the travel card vendor.

2. Reinstatement Fee. The reinstatement fee is non-reimbursable. Refer to subparagraph 031202.F.

3. Late Fees. Late fees are applied at 75 days past billing and at every 30 day increment/billing cycle thereafter until the past due/delinquency amount is paid in full. Late fees may be reimbursable if the late fee was charged as the result of a late reimbursement to the traveler. Refer to subparagraph 031201.C.

4. Salary Offset Fees. Salary offset fees are non-reimbursable. Refer to subparagraph 031202.D.

5. Reduced Payment Plan Fee. The travel card vendor may offer a reduced payment plan for which additional fees will be assessed, which is not reimbursable.

6. ATM Withdrawal Fees. ATM administrative and service fees may be charged by the travel card vendor and/or the ATM owner for each withdrawal. These fees are reimbursable when the withdrawal is authorized and associated with official travel. The cardholder is advised to claim these fees on their travel settlement.

7. Expedited Delivery Fee. This fee is applied when a card is delivered via overnight or express delivery. The expedited/express delivery fee may be reimbursable if expediting the card is incident to official travel. The cardholder is advised to claim these on their travel settlement.

8. Chip and PIN Card Issue Fee. This fee is applied when the travel card vendor issues a chip and PIN card. The chip and PIN card issue fee is a reimbursable expense, see JFTR [Appendix G](#), which is the same in the JTR.

9. Merchant Surcharge Fees. Beginning on January 27, 2013, merchants in the United States (US) and U.S. Territories will be permitted to impose a surcharge (up to 4%) on consumers when they use a Visa or MasterCard credit/charge card. For more information on merchant surcharge fees, see [Visa's](#) website. For traveler reimbursement information, see JFTR/JTR Appendix G.

0313 DELINQUENCY MANAGEMENT

031301. Pre-suspension Notification for Accounts 45 Days Past Billing

At 45 days past billing, the travel card vendor will make pre-suspension reports available. APCs will notify the cardholder (or the CBA Manager for CBAs) and the cardholder's supervisor that the account will be suspended in 15 days if the travel card vendor does not receive full payment of all undisputed amounts. For IBAs, the APC will request that the supervisor notify the APC, within 15 days, of any reason why the account should not be suspended. The APC will keep a record of the supervisor's notification and related correspondence in accordance with records retention requirements in paragraph 031103. Commanders/supervisors should ensure the individual has properly filed/submitted a claim for reimbursement of travel expenses and that DoD policy on split disbursement was adhered to. Annex 3 and 4 provides delinquency timelines for IBA and CBA.

031302. Suspension of Accounts 61 Days Past Billing

At 61 days past billing, the APC will notify the cardholder (or the CBA Manager for CBAs) and the cardholder's supervisor (by email where possible) that the account has been suspended due to nonpayment (see Annex 5 for a sample letter). The APC will keep a record of the supervisor's notification and related correspondence in accordance with records retention requirements in paragraph 031103. The travel card vendor will block charging privileges, to include ATM access, until payment for the current amount due is received.

031303. 91-Day Delinquency Notification to Supervisors

At 91 days past billing, the APC will notify the cardholder (or the CBA Manager for CBAs), the cardholder's supervisor, and the second level supervisor (by email where possible) that the account is still delinquent and subject to cancellation (see Annex 6 for a sample letter). The APC will keep a record of the supervisor's notification and related correspondence in accordance with records retention requirements in paragraph 031103. The individual cardholder will receive notice from the travel card vendor that his/her account will be cancelled and referred for salary offset within 30 days if the balance is not paid in full.

031304. Cancellation of Accounts 121 Days Past Billing

At 121 days past billing, the travel card vendor will make available cancellation reports. The APC will notify the cardholder (or the CBA Manager for CBAs), the cardholder's supervisor, and the cardholder's chain of command (by e-mail where possible) that the cardholder's account has been cancelled (see Annex 7 for a sample letter). The APC will keep a record of the supervisor's notification and related correspondence in accordance with records retention requirements in paragraph 031103. For IBAs, if no action is taken toward payment of the debt, collection action via a reduced payment plan or salary offset will be initiated by the travel card vendor beginning on the 126th day past billing. Once canceled, an account may be reinstated in accordance with subparagraph 031202.F. The travel card vendor reserves the right to deny the reinstatement request.

031305. Cancellation of an IBA Suspended Two Times

Cancellation of an IBA may also occur if the account has been suspended two times during a 12-month period for nonpayment of undisputed amounts and again becomes past due. Accounts that have been suspended twice during a 12 month period will be considered (for cancellation purposes) past due for the third time at 45 days past billing.

031306. Mission Critical Travel for IBA

Mission critical travel is defined as travel performed by DoD personnel (military or civilian) under competent orders that prevent the traveler from filing interim travel vouchers or from scheduling partial payments to pay for charges to the travel card. Mission critical status must be reflected on the travel authorization/order, an APC/CPM must place the cardholder in a mission critical status before the account is suspended (61 days past billing). Should there be an outstanding balance at the time the cardholder is removed from mission critical status, the balance must be paid within 45 days of removal from this status. Pending travel vouchers should be settled prior to an individual's departure for a deployment or PCS. Mission critical status will not be authorized in cases where the individual is in a location where he/she is able to file timely vouchers.

031307. Exception Status for CBA

When a CBA is nearing suspension (61 days past billing), CPMs may request the account be placed in an exception status to allow for a temporary reprieve on the suspension of the account pending a scheduled payment. A payment against the account must have been initiated and expected to be made shortly. For accounts that are 91 days past billing, the CPM must communicate the request to the DTMO for processing. No more than three requests within a rolling 12 month period are permitted without DTMO review and concurrence; approval of these requests is at the travel card vendor's discretion. If approved, accounts are normally placed in exception status for a period of not to exceed 30 days. Canceled accounts do not qualify for CBA exception. The request must be submitted by the CPM with the following information: Last (6) digits of CBA central account number, date of last payment, number of days past due, reason for delinquency, expected full reconciliation date, expected payment day and payment amount, and exception justification.

0314 TRAVEL CARD MANAGEMENT REPORTS

031401. General

Reports are considered primary program management tools and are made available via the travel card vendor's EAS. The travel card vendor will make reports available to the APC to help in identifying upcoming suspensions or cancellations of delinquent accounts within specified timeframes. Due to the sensitive nature of all travel card reports, the reports and all information contained therein must be properly safeguarded at all times. Reports are considered personnel records and as such should be retained by the APC for no less than two years from the as of date. Reports that are required in support of an ongoing investigation or audit may be required to be retained for an additional time period to support completion of the investigation or audit. This retention may be in the form of paper files and/or electronic files.

031402. Mandatory Reports for IBA

The following reports are mandatory. APCs are expected to obtain the reports at a minimum of once per cycle and take corrective action as necessary to maintain proper program management. Components may require additional mandatory reports.

A. Account Activity Text Report. This report displays all transaction activity for a specified billing cycle. APCs will use the report to do spot checks of transactions to ensure there is no misuse.

B. Account Listing Report. This report identifies cardholder names, addresses, telephone numbers, and account numbers assigned under the APC's hierarchy. APCs will use this report to ensure correct information is on file with the travel card vendor; and notify the travel card vendor of any needed corrections. APCs will ensure that cardholders no longer assigned to their organization/hierarchy are either transferred appropriately or that their account has been closed.

C. Delinquency Report-Hierarchy. This report identifies delinquent accounts and ages the delinquencies by time frame (i.e., 31, 61, 91, 121, or more days past billing). APCs will use this report to aggressively work all delinquencies.

D. DoD Travel IBA Aging Analysis or IBA Aging Analysis Summary Report. These reports identify detailed account delinquencies and summary level information by Component hierarchy. APCs will use one or both of these reports to get a point in time listing of their delinquencies. These reports should be run at the completion of each cycle.

031403. Mandatory Reports for CBA

The following reports are mandatory. APCs are expected to run these reports after the completion of all accounts cycles and take corrective action as necessary to maintain proper program management.

A. Delinquency Report. This report identifies delinquent accounts and ages the delinquencies by time frame (i.e., 31, 61, 91, 121, or more days past billing). APCs and account managers will use this report to aggressively work all delinquencies.

B. DoD Travel CBA Aging Analysis. This report identifies summary level delinquency information by Component hierarchy.

031404. Additional/Optional Reports for IBA/CBA

Listed within paragraph are additional/optional reports that the travel card vendor offers for additional program management.

A. Account Listing Report. This report identifies cardholder names, addresses, telephone numbers, and account numbers assigned under the APC's hierarchy. APCs and account managers will use this report to ensure correct information is on file with the travel card vendor; and notify the travel card vendor of any needed corrections.

B. Account Renewal Report. This report identifies those cardholders whose cards are coming due for renewal. APCs will review the information on this report monthly and take appropriate action.

C. Blocked MCC Report. This report provides a list of all transactions made against MCCs that are blocked from charges against the travel card. APCs will use this report to see where charges were made against blocked MCCs and take appropriate action.

D. CBA NCV Report. Net Charge Volume Summary Report available by Hierarchy and Cycle Date.

E. Credit Balance Refund Report. This report provides a list of accounts that have received a credit balance refund. Use this report to determine which accounts have been issued credit balance refunds.

F. Declined Authorizations Report. This report lists all transactions attempted but declined against an account and details reasons for decline and type of purchase (ATM, purchase, or cash). APCs will use this report to determine where transactions failed and the reason for the decline.

G. Mission Critical Report. This report provides a listing of accounts that have been placed in mission critical status. A will use this report to identify accounts that have been deemed mission critical and to check against orders to ensure that accounts continue to qualify for mission critical status.

H. Non-Travel Activity Report. This report identifies cardholders with transaction activity (such as cash, fuel, or food) occurring without other associated travel activity (such as airline, car rental, or lodging). APCs will use this report to research potential misuse of the travel card.

I. PCS Status Report. This report identifies accounts in mission critical status that are related to a PCS move. Use this report to identify cardholders who have been placed in mission critical as a result of a PCS move and ensure removal from the status as appropriate.

J. Pre-suspension Report. This report lists accounts that are nearing suspension and identifies account names, account numbers, status, balances past due, and the number of days that each account is past due. APCs will use the information from this report to notify commanders and supervisors to ensure their travelers make prompt payment of their account balance.

K. Returned Check. Report. This report provides a list of all cardholders that incur payment reversal transactions within a specified hierarchy level and time frame. APCs will use this report to determine where account holders have made payments with insufficient funds.

L. Suspension Report. This report lists accounts that have been suspended and are nearing cancellation and identifies account names, account numbers, status (suspended or canceled), date of status, balances past due, and the number of days that each account is past due. APCs will use this report to notify cardholders and leadership of the potential cancellation of an account.

M. Weekend/Holiday Activity Report. This report identifies cardholders with transaction activity, such as lodging and car rental, when checkout is on a Sunday, Monday, or a Federal holiday. APCs will use this report to research potential misuse of the travel card.

031405. Data Mining/Optional Reports for IBA/CBA

[Visa IntelliLink Compliance Management](#) is a web-based modular application designed to provide sophisticated information services including analytics and investigative reporting, misuse detection, program compliance, regulatory compliance, spend management, and support for strategic sourcing. For additional information, guidance, and/or access to IntelliLink, contact the Component/Agency CPM.

*ANNEX 1 STATEMENT OF UNDERSTANDING

I certify that I have read the attached DoD government travel card policy and procedures in DoD FMR 7000.14-R, Volume 9, Chapter 3, which can be found at http://comptroller.defense.gov/Portals/45/documents/fmr/current/09/Volume_09.pdf. The DoD policy is that the Government Travel Charge Card (GTCC) will be used by all DoD personnel (military or civilian) to pay for all costs related to official government travel. Official government travel is defined as travel under official orders while performing duties pertaining to official government assignments such as temporary duty (TDY) and permanent change of station (PCS). The purpose of the GTCC is to serve as the primary payment method for official travel expenses incurred by DoD personnel (military or civilian) and it also allows the cardholder access to the GSA City Pair Program. The GTCC reduces the need to issue traditional travel advances (cash/electronic funds transfer), eliminates the need for the traveler to pay for their own expenses, and provides financial readiness to DoD personnel (military or civilian). Refer to the Travel and Transportation Reform Act of 1998 (TTRA), Public Law 105-264 for additional information regarding mandatory use of the travel card. I also understand that I am authorized to use the card only for these necessary and reasonable expenses incurred by me for official travel. I will abide by these instructions issued by the Department.

The above limitation on card usage also applies to automated teller machine (ATM) withdrawals. The amount of cash withdrawals may not exceed the cash limits established on the card. If my account is not delinquent and my travel orders authorize a larger advance, I can request an increase in the ATM limit through the Agency Program Coordinator (APC). I will, however, endeavor to charge expenses to the account wherever feasible rather than use cash withdrawals.

I understand the Department's policy requires mandatory use of split disbursement for all outstanding charges on the travel card for military personnel and civilian personnel where labor bargaining obligations have been met. I understand that the issuance of this GTCC to me is an extension of the employee/employer relationship and that I am being specifically directed to:

Abide by all rules and regulations with respect to the GTCC.

- ☐ Activate my GTCC upon receipt.
- ☐ Pay all undisputed charges by the due date on the monthly billing statement.
- ☐ File travel vouchers promptly within appropriate guidelines.
- ☐ Notify the APC of any problems with respect to my usage of the GTCC.
- ☐ [Ensure my contact information in DTS and with the travel card vendor is kept current.](#)
- ☐ Notify the travel card vendor and the APC if my GTCC is lost or stolen.

(Card applicants must check off all the above provisions.)

I also understand that failure on my part to abide by these rules or otherwise misuse the GTCC may result in disciplinary action being taken against me. I also acknowledge the right of the travel card vendor and/or the APC to revoke or suspend my GTCC privileges if I fail to abide by the terms of this agreement or the cardholder agreement with the travel card vendor.

Applicant's Signature:

Supervisor's Signature:

ANNEX 2 CREDIT LIMIT CHARTS

Charts for Army, Marine Corps, Navy, and Air Force

*Standard and **Restricted Accounts		Default	APC Approval Maximum	HL3 Approval Maximum	CPM Approval Maximum	DTMO Approval Maximum
	Credit	*\$7,500 **\$4,000	\$10,000	\$15,000	\$25,000	No Maximum
	Travel	*\$7,500 **\$4,000	\$10,000	\$15,000	\$25,000	No Maximum
	Cash	*\$665 **\$365	\$5,000	\$10,000	\$25,000	No Maximum
	Retail	*\$250 **\$100	\$500	\$1,000	\$2,000	No Maximum

*Standard Accounts credit limit increases are based on mission requirements and are limited to no more than 12 months.

**Restricted Accounts credit limit increases are based on mission requirements and are limited to no more than 6 months.

Charts for DoD Independent Agencies

*Standard and **Restricted Accounts		Default	APC Approval Maximum	HL4 Approval Maximum	CPM (HL3) Approval Maximum	DTMO Approval Maximum
	Credit	*\$7,500 **\$4,000	\$10,000	\$15,000	\$25,000	No Maximum
	Travel	*\$7,500 **\$4,000	\$10,000	\$15,000	\$25,000	No Maximum
	Cash	*\$665 **\$365	\$5,000	\$10,000	\$25,000	No Maximum
	Retail	*\$250 **\$100	\$500	\$1,000	\$2,000	No Maximum

*Standard Accounts credit limit increases are based on mission requirements and are limited to no more than 12 months.

**Restricted Accounts credit limit increases are based on mission requirements and are limited to no more than 6 months.

ANNEX 3 DELINQUENCY TIMELINE FOR IBA

DELINQUENCY TIMELINE for IBA

CURRENT	SUSPENDED	CANCELLED/CLOSED	CHARGE OFF
1 to 60 Days*	61 to 125 Days*	126 to 210 Days*	211 Days*
File travel voucher within 5 days after completion of travel	No new charges allowed on card	Submitted for enrollment in Salary Offset	May charge off
Receive statement	Late fee applied at day 75	Member may request a travel advance if required to travel	Could affect cardholder's credit rating
Day 1 = The day after charges post to the cardholder's statement	Additional late fees applied at day 91 and each 30 day increment thereafter	Receiving APC must transfer member into their HL regardless of delinquency	Delinquency removed from HL
Past Due status at day 31	Receiving APC must transfer member into their HL regardless of delinquency	Effects Command's delinquency rate	
Disputed/Fraudulent transactions must be reported within 60 days of when the charge first appears on a statement	Effects Command's delinquency rate		

***Days = days past billing statement date**

ANNEX 4 DELINQUENCY TIMELINE FOR CBA

DELINQUENCY TIMELINE for CBA

CURRENT	SUSPENDED	CANCELLED/CLOSED	CHARGE OFF
1 to 60 Days*	61 to 125 Days*	126 to 210 Days*	211 Days*
Receive statement	No new charges without CBA exception granted by travel card vendor	PPA interest is being accrued until payment receipt	May charge off
Day 1 = The day after charges post to the organization's statement	PPA interest is being accrued until payment receipt	At 126 days and beyond no further exceptions can/will be approved	Could affect the organization's ability to open new CBA accounts
Past Due status at day 31	Effects Command's delinquency rate	Reinstatement of account upon payment in full and CPM approval	Delinquency removed from HL
Prompt Pay Act (PPA)-Interest is incurred at day 31	At 61- 90 days exceptions must be approved by CPM/HL 2-3	Cannot transfer to another HL	
Disputed/Fraudulent transactions must be reported within 60 days of when the charge first appears on a statement	At 91-125 days exceptions must be approved by DTMO/HL 1		

*Days = days past billing statement date

ANNEX 5 SAMPLE 61 DAY DELINQUENCY MEMORANDUM FOR IBA

MEMORANDUM FOR (NAME OF CARDHOLDER'S IMMEDIATE SUPERVISOR)

SUBJECT: DELINQUENT GOVERNMENT TRAVEL CHARGE CARD PAYMENT NOTIFICATION – 61 DAYS

We have been informed by the travel card vendor that (cardholder's name) is 61 days delinquent in payment of his/her account. The total amount due is \$_____. The account is subject to a \$29 late fee at the point the account becomes 75 days delinquent and an additional \$29 late fee for each subsequent billing cycle until the delinquency is resolved.

(Provide the specific information regarding the delinquent charges.)

The travel card contract requires that all outstanding, undisputed charges be paid by the due date specified on the billing statement. The travel card vendor has suspended card privileges for this cardholder due to non-payment. The cardholder is required to be notified of this action and counseled concerning the non-payment and use of the travel card. Cardholders on temporary duty more than 45 days are required to submit travel vouchers for payment every 30 days and maintain their travel card account in a current status. The Department's policy requires mandatory use of split disbursement for all outstanding charges on the travel charge card for all DoD personnel (military or civilian) where applicable.

Non-compliance, or failure to adhere to the guidelines for the travel card, may result in disciplinary action in accordance with applicable statutory, regulatory, or contractual provisions and applicable Multi-Unit Master Agreement for bargaining unit employees.

The delinquent balance may be resolved by one of the following actions: (1) payment in full or (2) an agreed upon repayment schedule with the travel card vendor. Billing questions may be directed to the travel card vendor at the number printed on the billing statement for that purpose. Questions concerning the travel card program may be directed to (APC's name) at (telephone number).

Please have the cardholder sign below to acknowledge receipt of this delinquent notification and return to me with your written response, outlining the actions taken, within 5 business days.

Signature

Agency Program Coordinator

cc: Cardholder

I acknowledge receipt of this memorandum. _____
(Name, Grade, Organization)

(Date)

ANNEX 6 SAMPLE 91 DAY DELINQUENCY MEMORANDUM FOR IBA

MEMORANDUM FOR IMMEDIATE/SECOND LEVEL SUPERVISOR

**SUBJECT: DELINQUENT GOVERNMENT TRAVEL CHARGE CARD PAYMENT
NOTIFICATION – 91 DAYS**

The 91-day delinquent notification list from the travel card vendor has been received and (cardholder's name) is now 91 days delinquent on his/her account. The total amount due is \$____. The attached 61-day notification memorandum previously informed the immediate supervisor that the payment on the cardholder's travel card account was delinquent. The travel card vendor sent a letter notifying the cardholder of their due process and impending salary offset procedures. The account became subject to a non-reimbursable \$29 late fee on the date the account became 75 days delinquent; an additional \$29 non-reimbursable late fee will apply for each subsequent billing cycle until the debt is resolved or salary offset is established.

(Provide specific information regarding the delinquent charges.)

The travel card contract requires all outstanding, undisputed charges be paid by the due date specified on the billing statement. If no action is taken to settle this debt, the travel card vendor will cancel the account at 126 days past billing. Travel card charging privileges have been suspended as of (date). These privileges may be restored upon full payment of the amount owed prior to cancellation. The cardholder must be notified and counseled. Cardholders on temporary duty more than 45 days are required to submit travel vouchers for payment every 30 days and maintain their travel card account in a current status. The Department's policy requires mandatory use of split disbursement for all outstanding charges on the travel charge card.

Noncompliance or failure to adhere to the guidelines for the travel card may result in disciplinary action in accordance with applicable statutory, regulatory, or contractual provisions and applicable Multi-Unit Master Agreement for bargaining unit employees.

The delinquent balance may be resolved by payment in full or an agreed upon repayment schedule with the travel card vendor. Billing questions may be directed to the travel card vendor at the number printed on the billing statement for that purpose. Questions concerning the travel card program may be directed to (APC name).

Please have the cardholder sign below to acknowledge receipt of this delinquent notification and return it to me with your written response, outlining the actions taken, within 5 business days.

Signature

Agency Program Coordinator

cc: Cardholder

I acknowledge receipt of this memorandum.

(Name, Grade, Organization)

(Date)

ANNEX 7 SAMPLE 121 DAY DELINQUENCY MEMORANDUM FOR IBA

MEMORANDUM FOR COMMANDER/DIRECTOR

SUBJECT: CANCELLATION OF TRAVEL CARD - 121 DAY DELINQUENT PAYMENT NOTIFICATION

The 61 and 91 day delinquent notification memoranda, dated __ and __ respectively, notified the immediate supervisor and second level supervisor of the past due account for cardholder (name). It has been brought to our attention that this cardholder has a delinquent travel card balance of \$__ that is now over 121 days delinquent. To date, no arrangement has been made with the travel card vendor to resolve this debt. Therefore, the account has been canceled. The cardholder has received notice of impending salary offset from the travel card vendor. If the cardholder is not eligible for salary offset, the travel card vendor may begin official collection action. Collection action may include credit bureau notification of the employee's failure to pay. Additionally, delinquent cardholders are subject to a \$29 non-reimbursable late fee per billing cycle for each billing cycle following the point at which the account became 75 days delinquent.

(Provide specific information regarding the delinquent account.)

The cardholder may request reinstatement with the approval of the commander or director. Reinstatement, at the travel card vendor's discretion, is conditioned on a new favorable credit score, no outstanding balance, and payment of all late fees.

Noncompliance or failure to adhere to the guidelines for the travel card may result in disciplinary action in accordance with applicable statutory, regulatory, or contractual provisions and applicable Multi-Unit Master Agreement for bargaining unit employees.

Please contact (Agency Program Coordinator) at (telephone number), should further questions arise. Please have the cardholder sign to acknowledge receipt of this notification and return it with your written response, outlining the actions taken, within 5 business days.

Signature
Agency Program Coordinator

cc: Cardholder

I acknowledge receipt of this memorandum. _____
(Name, Grade, Organization)

(Date)

ANNEX 8 SAMPLE SUSPECTED MISUSE/ABUSE MEMORANDUM FOR IBA

MEMORANDUM FOR CARDHOLDER

SUBJECT: SUSPECTED MISUSE/ABUSE NOTIFICATION

I am the Government Travel Charge Card (GTCC) Agency Program Coordinator for {Activity}. I received a non-travel activity report dated {date} from the travel card vendor indicating that your GTCC was used when not on official travel. In accordance with the DoD Financial Management Regulation (DoD FMR) Volume 9, Chapter 3, misuse/abuse of the card will not be tolerated. This report indicates that your card was used for *{list suspected non-official travel purchases and dates}*. Supporting travel documentation for this timeframe is not available.

Please provide information to justify use of the card during the timeframe listed above. If there is no justification provided by *{provide a suspense date}*, your supervisor will be apprised of this issue and your card will be deactivated while in a non-travel status.

If you have any questions, please contact me.

{APC name}

{APC email}

{APC phone}

*ANNEX 9 P.L. 112-194 GOVERNMENT CHARGE CARD ABUSE PREVENTION ACT OF 2012

	P.L. 112-194 Description and Reference	Responsible Office/ DoDFMR Volume 9 Chapter 3 references	Tools/Reports available
	§ 1909.3 - "Management of Travel Cards" [Amends Section 2 of the Travel and Transportation Reform Act (TTRA) of 1998 (P105-264; 5 U.S.C. 5701 note) by adding the following new subsection: (h) Management of Travel Cards to include the following 112-194 provisions:		
T1.	§ 1909.3(1) - "Required Safeguards and Internal Controls" - The head of each executive agency that has employees that use travel charge cards shall establish and maintain the following internal control activities to ensure the proper, efficient, and effective use of such travel charge cards:		
T2.	§ 1909.3(1)(A) - There is a record in each executive agency of each holder of a travel charge card issued on behalf of the agency for official use, annotated with the limitations on amounts that are applicable to the use of each such card by that travel charge cardholder.	Components / 031103 Records	Account Listing Report

T3.	§ 1909.3(1)(B) - Rebates (Refunds) based on prompt payment, sales volume, or other actions by the agency on travel charge card accounts are monitored for accuracy and properly recorded as a receipt of the agency that employs the cardholder.	Components / 030306 Rebates	Detail/Summary Rebate Reports
T4.	§ 1909.3(1)(C)- Periodic reviews are performed to determine whether each travel charge card holder has a need for the travel charge card	Components / 031108 Review Reports to Identify Accounts for Closure	Account Activity Text Report
T5.	§ 1909.3(1)(C)- Appropriate training is provided to each travel charge cardholder and each official with responsibility for overseeing the use of travel charge cards issued by an executive agency.	DTMO / Responsible for policy and training through web based training in TraX / Component - Responsible for compliance / 0308 Travel Card Training	DTMO TraX courses
T6.	§ 1909. 3(1)(D) - Each executive agency has specific policies regarding travel charge cards issued for various component organizations and categories of component organizations, the credit limits authorized for various categories of card holders, and categories of employees eligible to be issued travel charge cards, and designs those policies to minimize the financial risk to the Federal Government of the issuance of the travel charge cards and to ensure the integrity of travel charge card holders.	DTMO / 0303 General Travel Card Information / 0304 Travel Card Eligibility	

T7.	§ 1909.3(1)(E) - Each executive agency has policies to ensure its contractual arrangement with each travel charge card issuing contractor contains a requirement that the creditworthiness of an individual be evaluated before the individual is issued a travel charge card, and that no individual be issued a travel charge card if that individual is found not creditworthy as a result of the evaluation (except that this paragraph shall not preclude issuance of a restricted use, prepaid, declining balance, controlled-spend, or stored value card when the individual lacks a credit history or has a credit score below the minimum credit score established by the Director of the Office of Management and Budget.)	Components / 031001 Requirement for Credit Checks	Both the GSA SmartPay® Master Contract and the DoD Tailored Task Order include this requirement
T8.	§ 1909.3(1)(E) - Each executive agency utilizes effective systems, techniques, and technologies to prevent or identify improper purchases.	Components / 031005 Misuse / 031008 Data Mining / 031404.H Non-Travel Activity Report / 031404.M Weekend/Holiday Activity Report / 031405 Data Mining/Optional Reports for IBA/CBA	Citi EAS - Non-Travel Activity Report, Weekend/Holiday Activity Report Visa IntelliLink - Data Mining Reports
T9.	§ 1909.3(1)(F) - Each executive agency ensures that the travel charge card of each employee who ceases to be employed by the agency is invalidated immediately upon termination of the employment of the employee (or, in the case of a member of the uniformed services, upon separation or release from active duty or full-time National Guard duty).	Components / 031106 Closure of GTCC Cardholders	Ensure APC is listed on Checkout Sheet / DMDC Separation Reports

T10.	§ 1909.3(1)(G) - Each executive agency shall ensure that, where appropriate, travel card payments are issued directly to the travel card-issuing bank for credit to the employee's individual travel card account.	Components / 031007 Split Disbursement	
T11.	§ 1909. 3.b "Inspector General Audit" - The Inspector General of each executive agency with more than \$10,000,000 in travel card spending shall conduct periodic audits or reviews of travel card programs to analyze risks of illegal, improper, or erroneous purchases and payments. The findings of such audits or reviews along with recommendations to prevent improper use of travel cards shall be reported to the Director of the Office of Management and Budget and Congress.	DoDIG	

T12.	§ 1909. 3.c "Penalties for Violations" - Consistent with the guidance prescribed under paragraph (2), each executive agency shall provide for appropriate adverse personnel actions to be imposed in cases in which employees of the executive agency fail to comply with applicable travel charge card terms and conditions or applicable agency regulations or commit fraud with respect to a travel charge card, including removal in appropriate cases.	Components / 030103 Compliance / 031005 Misuse	
	§ 1909.4 - "Management of Centrally Billed Accounts".	References	
CB1.	§ 1909. 4.a - "Required Internal Controls For Centrally Billed Accounts" - The head of an executive agency that has employees who use a travel charge card that is billed directly to the United States Government shall establish and maintain the following internal control activities:		
CB2.	§ 1909.4.a.1 - The executive agency shall ensure that officials with the authority to approve official travel verify that centrally billed account charges are not reimbursed to an employee.	Components / JFTR U2505 / JTR C2505	Itinerary/Invoice provided by the Commercial Travel Office (CTO) indicates IBA or CBA usage

CB3.	§ 1909.4.a.2 - The executive agency shall dispute unallowable and erroneous charges and track the status of the disputed transactions to ensure appropriate resolution.	Components / DoDFMR Volume 9 Chapter 3 -- 031202.C Disputed Charges	Incorporated into CTO contracts; CBA reconciliation processes and procedures include reporting/tracking disputed transactions
CB4.	§ 1909. 4.a.3 - The executive agency shall submit requests to servicing airlines for refunds of fully or partially unused tickets, when entitled to such refunds, and track the status of unused tickets to ensure appropriate resolution.	Components	Incorporated into CBA reconciliation processes and procedures

VOLUME 9, CHAPTER 4: “TRANSPORTATION ALLOWANCES”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by *blue font*.

Substantive revisions are denoted by an * symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by ***bold, italic, blue and underlined font***.

The previous version dated February 2009 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Verified and updated references and hyperlinks.	Update
0402	Deleted verbiage which stated that an Authorizing Official (AO) can direct the use of a Transportation Office(r) (TO).	Update
040602	Clarified guidance on payment procedures for compensation payments/credits made by an airline to the U.S. Government for individuals involuntarily denied boarding on a flight.	Update

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CHAPTER 4

TRANSPORTATION ALLOWANCES

0401 GENERAL

The Transportation Office(r) (TO) is responsible for issuing guidance on the use and procurement of transportation. Contact the TO for information regarding available transportation services and costs.

*0402 TRANSPORTATION MODE

The Authorizing Official (AO) shall direct or authorize the transportation mode for official travel. If the orders do not direct a specific transportation mode, then the traveler may select the mode to use (exception noted in section 0403 of this chapter). In these instances, the travel order shall include the transportation request cost by leg of travel and the traveler shall use the Commercial Travel Office (CTO). (See [JFTR, para. U3120](#) and [JTR, para. C2203](#).)

0403 TRANSOCEANIC TRAVEL

When self-procured transoceanic transportation specifically is authorized in the orders, the claim shall be paid if otherwise proper (see [JFTR, para. U3110-D](#)). The traveler shall use the CTO. For all commercial travel see [JFTR, para. U3120](#) and [JTR, para. C2203](#).

0404 TRAVEL BY PRIVATELY OWNED CONVEYANCE (POC)

040401. Use of POC

An AO may authorize but cannot direct POC use in connection with official government business. This limitation also applies to travel as a passenger in a POC. (See [JFTR, paras. U3002 and U3002](#), and [JTR, para. C2150](#).) NOTE: An employee may not be prohibited from using a POC on official travel ([Federal Travel Regulation 301-70.105](#)).

040402. POC More Advantageous to the Government

If an employee elects to use a POC instead of the transportation mode authorized, then:

A. Reimbursement must be limited to the constructed cost of the authorized transportation mode, which is the sum of per diem and transportation expenses the employee would reasonably have incurred when traveling by the authorized transportation mode.

B. Leave is charged in accordance with personnel regulations for any duty hours that are missed as a result of POC travel (see paragraph 040403).

040403. Allowable Travel Time Policy

The standard DoD procedures for administering travel time for all DoD travelers is based on the traveler's required period of duty at the temporary duty (TDY) point. For periods in excess of the allowed travel time, the approving official determines whether leave should be charged in accordance with DoD Component leave procedures. ([JFTR, para. U3005-C](#), [JTR, para. C5060](#), and [Appendix O, para. T4030-H](#).)

A. Day of Arrival at the TDY Point. When the traveler is required to perform duty at the TDY point on the day of arrival, that day is a day of duty. Travel time is granted prior to that first duty day. When the traveler performs no duty at the TDY point on the day of arrival, that day is a travel day.

EXAMPLE: The traveler is authorized to travel by POC as advantageous to the Government. Two days of travel are authorized. The traveler performs duty on the day of arrival at the TDY point.

<u>D/A</u>	<u>DATE</u>	<u>LOCATION</u>	<u>MODE</u>	<u>REASON FOR STOP</u>
Dep	1 Oct	PDS	PA	
Arr	3 Oct	TDY point A		TD
Dep	8 Oct	TDY point A	PA	
Arr	10 Oct	PDS		MC

(NOTE: Refer to [DD Form 1351-2](#) (Travel Voucher or Subvoucher) for explanation of codes.)

October 3 is a day of duty; October 1 and 2 are travel days. Using the same example, if the traveler did not perform duty on October 3 at the TDY point, then October 2 and 3 are the travel days. The AO must determine if October 1 should be charged as leave in accordance with DoD Component procedures.

B. Day of Departure From the TDY Point. When a traveler is required to perform duty at the TDY point on the day of departure, that day is a day of duty. Travel time is granted after that last day. When a traveler is not required to perform duty at the TDY point on the day of departure from the TDY point, that day is a travel day.

EXAMPLE: The traveler is authorized to drive by POC as advantageous to the Government. Two days of travel are authorized. The traveler performs duty on the day of departure from the TDY point.

<u>D/A</u>	<u>DATE</u>	<u>LOCATION</u>	<u>MODE</u>	<u>REASON FOR STOP</u>
Dep	1 Oct	PDS	PA	
Arr	3 Oct	TDY point A		TD
Dep	8 Oct	TDY point A	PA	
Arr	10 Oct	PDS		MC

October 8 is a day of duty; October 9 and 10 are travel days. Using the same example, if a traveler performs no duty on October 8 at the TDY point, then October 8 and 9 are travel days. The AO shall determine if October 10 should be charged as leave in accordance with DoD Component procedures.

0405 BUSINESS/FIRST CLASS (PREMIUM) ACCOMMODATIONS

Travelers shall not be reimbursed for premium accommodations unless properly authorized in the orders or approved. (See [JFTR, para. U3125](#) and [JTR, para. C2204](#).) It is DoD policy that travelers using commercial air carriers for official travel shall use less-than-premium accommodations. This does not preclude the traveler from accepting a complimentary seating upgrade offered by the carrier. Any questions should be referred to the [individuals AO](#).

0406 UNUSED/LOST/STOLEN TRANSPORTATION REQUESTS OR TICKETS

040601. Unused/Lost/Stolen Transportation Requests or Tickets

If a traveler does not use the ticket (paper or electronic) for government-procured transportation, then he or she shall return that ticket to the TO/CTO. Travelers utilizing electronic tickets for which they do not have an issued boarding pass shall return a copy of their itinerary to the TO/CTO. The traveler must complete and have the issuing authority (i.e., TO/CTO) sign an original and one copy of a [DD Form 730 \(Receipt for Unused Transportation Requests and/or Tickets, Including Unused Meal Tickets\)](#). The [Standard Form \(SF\) 1170 \(Redemption of Unused Tickets\)](#) may also be used if its use is in accordance with (IAW) Service regulations. The traveler shall attach a copy of the DD Form 730/SF 1170 (or other receipt) to the travel claim. If a traveler loses a paper ticket or transportation request, then he or she shall refer to the TO/CTO for assistance. A traveler remains financially responsible to the Government for the cost of a lost or stolen paper ticket or transportation request, regardless of fault or negligence. If the travel order directs use of government-procured transportation, then do not reimburse the traveler for personally procured transportation unless the AO issues a statement to allow reimbursement. (See [JFTR, para. U2515](#) and [JTR, paras. C1009 and C1320](#).)

*040602. Oversold Reserved Accommodations

Penalty payments or credits issued by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserved space belong to the U.S. Government, and not the traveler, when the payments result from travel on official business. In accordance with the [JFTR, Chapter 1, para. U1200.C.2](#) and [JTR, Chapter 1, para. C1200.C.2](#), travelers will request that the transportation carrier show "Treasurer of the United States" as the payee on the compensation check and forward the payment according to Service/Agency directives.

0407 RENTAL VEHICLES

040701. Receipts

When the traveler is authorized and uses a commercial rental vehicle, a receipt from the rental agency shall be attached to the claim for costs of \$75.00 or more. (See [JFTR, para. U2510](#) and [JTR, para. C1310](#).)

040702. Mileage Charges

When a mileage charge is included in the cost of a rental vehicle, the total cost of which is \$75.00 or more, a statement showing the official distance driven shall be attached to the claim.

040703. Leisure Use with Official Use

A traveler who is on official travel with an authorized rental vehicle, who also uses the vehicle during authorized leave, [will only be reimbursed for the amount](#) it would cost to rent the vehicle, on a daily basis, for the number of days of official travel.

040704. Reimbursement for the Cost of Damages to Commercial Rental Vehicles

Reimbursement or payment to the rental agency for damages shall be made by the government, or by the traveler if it is determined that the traveler was not in the scope of employment when the loss occurred. When government reimbursement is approved and extra collision insurance is not purchased or included in the basic rental contract (e.g., in accordance with Surface Deployment and Distribution Command negotiated agreements), the traveler may be reimbursed for personal funds paid to the rental agency for the full amount of damage sustained, or the deductible amount (when contained in the rental agreement), to a vehicle properly rented and damaged in the performance of official business. The [JFTR, para. U3415-G](#) and [JTR, para. C2102-D](#) defines official purposes. The traveler submits a claim for reimbursement through the AO to the claims office of the supporting Staff Judge Advocate for adjudication. Supporting documentation shall include, but is not limited to:

- A. Police accident report(s).
- B. Police traffic citations.
- C. Statements from witnesses.
- D. Statement and itemized bills from the traveler and rental agency to ensure that the claim is valid, not yet settled, and in an amount commensurate to the actual damage.
- E. Inclusion of an accident report assists legal authorities in establishing fault on the part of the party not employed by the Government, which may enable the Government to recoup its loss when the negligence of that party can be established without costly investigation. Reimbursement is prohibited for damage sustained to a rental vehicle while being used on other than official business or by willful and wanton negligence on the part of the traveler.

040705. Damage Claims Received From Rental Agencies

Government reimbursement or payment to a rental agency is prohibited if the rental vehicle was being used on other than official business or by willful and wanton negligence on the part of the traveler. Rental agencies may submit a damage claim directly to the Government. To be considered, these claims shall be supported by appropriate documentation. Claims for

reimbursement or payments made directly to the rental agency may be made in the full amount of damage sustained or the deductible amount (when contained in the rental agreement). At a minimum, documentation shall include:

A. Statements and itemized bills from the traveler and rental agency to ensure the claim is valid and in an amount commensurate with the actual damages.

B. An accident report to establish fault on the part of the party not employed by the Government, which may enable the Government to recoup its loss when the negligence of that party can be established without costly investigation.

0408 LOCAL TRAVEL IN AND AROUND PERMANENT OR TEMPORARY DUTY STATIONS

040801. General

The disbursing official should make sure local directives clearly define the local area in which transportation expenses may be authorized or approved for conducting official business (see [*JFTR, para. U3500*](#) and [*JTR, para. C2400*](#)). When two or more installations are in close proximity, the senior commander or senior service commander should determine the local area. When travelers perform TDY in the local area and require lodging, travel orders are necessary to support the claim.

040802. Prohibition on Self-Approval

Designated approving officials may not approve their own vouchers for payment of local travel.

040803. Permanent Duty Station

Travelers performing local travel in a POC shall provide a trip-by-trip accounting of all travel performed on official business. When like trips between the same points are made on a repeated basis, one entry on the claim suffices, provided that it reflects the distance or costs between these points and the dates on which the trips occurred.

040804. Temporary Duty Station

Travelers performing local travel in a POC at the TDY site may be authorized/approved reimbursement for transportation expenses necessarily incurred for conducting official business in the local area of their TDY stations using the TDY mileage rates for local and TDY travel. (See [*JFTR, para. U3510*](#) and [*JTR, para. C2402*](#).)

0409 TRAVEL AND TRANSPORTATION FOR FUNERAL HONORS DETAIL

040901. General

A person not employed in the Government, who participates in a funeral honors detail for a veteran, in accordance with [Title 10, United States Code \(U.S.C.\), section 1491](#) , may be authorized transportation or transportation reimbursement and expenses.

040902. Transportation Mode

The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. When a POC is the authorized mode, actual expenses rather than a mileage allowance may be paid. Reimbursement for POC actual expenses are limited to fuel, oil, parking, ferry fares and road, bridge and tunnel tolls.

040903. Lodging and Meals

The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. If individuals serving on the funeral honors detail incur costs to include per diem, then an invitational travel authorization will be used.

040904. Miscellaneous Expenses

Reimbursement for miscellaneous expenses, in accordance with [JTR, Appendix G](#), may be authorized.

VOLUME 9, CHAPTER 5: “TEMPORARY DUTY TRAVEL (TDY)”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by *blue font*.

Substantive revisions are denoted by an * symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by *bold, italic, blue and underlined font*.

The previous version dated October 2010 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Verified and updated references and hyperlinks.	Update
All	Made editorial changes in order to increase the clarity of guidance.	Update
050201	Clarified Accountable Official responsibilities.	Update

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CHAPTER 5

TEMPORARY DUTY TRAVEL (TDY)

0501 GENERAL

This chapter identifies the Department of Defense (DoD) financial management policies and procedures governing travel administration for travelers performing official government business. This guidance identifies procedures covering the payment of travel and transportation allowances. It does not include every condition in which travel and transportation allowances are either authorized, or limited by, the Joint Federal Travel Regulations/Joint Travel Regulations ([JFTR/JTR](#)). Information contained in this volume does not supersede the JFTR/JTR.

0502 RESPONSIBILITIES

*050201. Accountable Official Responsibilities

Accountable officials involved in the travel management process **must** serve as control points within the organization. Accountable officials for the TDY process include [agency program coordinators \(APC's\) for Commercially Billed Accounts \(CBA's\)](#) of the government travel charge card ([GTCC](#)), authorizing officials (AO), resource managers, fundholders, automated information system (AIS) administrators, [approving officials](#), and certifying officers. [Certifying officer](#) positions **must** be **appointed** as prescribed by Volume 5, Chapter 33, [using a Department of Defense DD Form 577](#).

A. General Responsibilities

1. Acknowledge appointment and responsibilities as an accountable official by signature.
2. Implement, maintain, and enforce system internal procedures and control points within an organization to minimize opportunities for erroneous payments.
3. Comply with all applicable DoD regulations, policies, and procedures.
4. Respond in a timely manner to inquiries by reviewing officials.

B. [GTCC APCs](#). APCs implement and execute the government travel card program. See Chapter 3 for additional information and APC responsibilities.

C. Approving Officials

1. Approve TDY orders.

2. Approve travel claims.

3. If required by the DoD Component, approve claims by signing and dating the Department of Defense (DD) Form 1351-2 "Travel Voucher and Subvoucher," and forwarding approved vouchers to the appropriate travel computation office. If a voucher is disapproved, annotate the reason and return to the traveler for correction or clarification as necessary.

4. If the entitlement or itinerary changes, approve after-the-fact allowable expenses and itinerary or status changes by signing and dating the DD Form 1351-2 and forwarding the approved voucher to the travel computation office.

D. Authorizing Officials

1. Authorize all appropriate travel entitlements except when a higher authority is required such as for first-class travel.

2. Review lines of accounting for accuracy.

3. Assign travel order control numbers.

4. Determine if travel was performed as authorized.

5. Approve appropriate travel claims when there is a change from the written travel order involving entitlements, itinerary, or reimbursable expense, such as a rental car. NOTE: The act of signing and dating the traveler's DD Form 1351-2 in block 21A, with remarks in block 29, negates the need for amendments.

6. Sign and date all appropriate travel claims when required by the DoD Component.

7. Ensure the claim is forwarded to the appropriate liaison office or travel computation office within 2 working days following the traveler's submission.

E. Resource Managers/Fundholders

1. Ensure proper assignment of funding.

2. Maintain funds control.

3. Certify fund availability.

F. Supervisory Review

1. Review, sign, and date all appropriate travel claims for military and civilian personnel.

2. Submit the travel claim to the appropriate travel computation office for processing prior to payment.

G. Travel Computation Offices

1. Establish adequate internal controls to process travel claims.
2. Notify traveler if voucher is incorrect or incomplete, and request correction.
3. Notify the submitting office or person if travel claim is received at the wrong office for computation.
4. Compute and determine the travel entitlement.
5. Forward the computed travel claim and supporting documents to the disbursing office for payment or interface with the disbursing system for payment.

H. AIS Administrators. The AIS administrators operate and maintain systems to support travel management. They support the entitlement, certifying, and disbursing systems.

I. Certifying Officers. Certifying Officers are pecuniarily liable under 31 United States Code (U.S.C.) 3528. Also see Title 41 Code of Federal Regulations (CFR), section 301-71.203 and Volume 5, Chapter 33. Responsibilities for individuals appointed as Certifying Officer's are applicable to both Defense Travel System (DTS) and non-DTS travel claims. They must:

1. Be appointed by appropriate authority;
2. Acknowledge by signature their appointment as a certifying officer;
3. Complete a DD Form 577;
4. Certify travel claims for validity and reasonableness;
5. Certify claims for payment as outlined in Volume 5, Chapter 33, section 3307;
6. Forward certified claims to the supporting disbursing office;
7. Compare pre-trip and post-trip estimate of expenses;
8. Review all lodging receipts; and
9. Review individual reimbursable expense receipts of \$75 or more.

J. Travelers. Travelers **must**:

1. Prepare the DD Form 1351-2 to include identifying the duration of the TDY in block 17;
2. Attach all supporting documentation including the original or legible copies of orders and receipts for all lodging expenses, as well as, claimed reimbursable expense of \$75 or more;
3. Ensure that current electronic funds transfer (EFT) information is on file with the travel computation office. If not, identify EFT information using an Standard Form (SF) 1199A Direct Deposit Sign-Up Form including account and financial institution routing transit number and account type;
4. Ensure that **GTCC** information is on record and indicate the dollar amount to be sent to the **GTCC account** if selecting split disbursement;
5. Sign, date, and include home or unit address and unit telephone number on travel claim;
6. Forward or fax the original DD Form 1351-2 and supporting documents to the AO or travel computation office as appropriate;
7. Provide copies of all receipts for lodging expenses and individual reimbursable expenses of \$75 or more to the AO.

050202. Reviewing Officials

Reviewing officials conduct prepayment and post-payment review of travel payments certified by certifying officers. The person appointed as a reviewing official may not serve concurrently as an accountable official or as a certifying or disbursing officer. Except where impracticable within afloat or tactical operating forces, persons appointed as reviewing officials **must** not be in the supervisory chain of command of a certifying or disbursing officer.

050203. Suspected False Claims

Travelers are liable under 18 U.S.C., sections 287 and 1001, and the False Claims Act 31 U.S.C., sections 3729-3731, if they knowingly submit false, fictitious, or fraudulent claims. When a suspected fraudulent claim is presented for payment, certifying officers or disbursing officers shall follow the policies and procedures outlined in Volume 5, Chapter 25, section 2504.

0503 TRAVEL ORDERS

Travel orders are prepared in accordance with DoD Component management guidance and administrative instructions including JFTR, Chapters 2 and 7 for **Service members**, JTR, Appendix I for civilian employees, and JFTR/JTR, Appendix E for invitational travel

authorizations. The travel order establishes in writing the conditions for official travel and transportation at government expense. To ensure proper reimbursement, the actual TDY duty location must be listed on the travel orders (i.e., if going TDY to Ft. Bliss, TX, the travel orders must explicitly state “Ft. Bliss, TX” not “El Paso, TX”). Travel orders must identify the traveler as either a [GTCC](#) cardholder or non-cardholder. This statement authorizes alternative payment methods (e.g., transportation tickets being charged to a centrally billed account). The TDY travel orders [must](#) include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). See [JFTR/JTR, Appendix I](#).

050301. Funding

A. All orders, wherever possible, [must](#) be funded by the traveler’s organization unless group orders or alternative methods are more efficient. If funding is to be provided by another office, the traveler’s organization [must](#) obtain a fund cite from that office in an amount sufficient to pay for the travel prior to issuing travel orders.

B. In the event of a split-year funded trip, the traveler must return to his or her official duty station if no DoD Appropriation Act has been signed or continuing resolution has been enacted. Expenses incurred in returning to the traveler’s duty station will be posted in the new fiscal year as necessary costs to close down operations.

050302. [Itinerary](#) Variations

A. Variations Authorized. The authorization of travel variations should not be used in place of adequate advance planning, nor [must](#) they be used to grant an open travel authorization. Variations [must](#) be authorized in the order and are permitted only when considered mission essential in accordance with [JFTR, Chapter 2, par. U2215](#) and [JTR, Chapter 2, par. C2215](#). “Variations Authorized” permit:

1. Omission of travel to a place, or places, stated in the travel order;
2. Change in the order of travel to places shown; [and](#)
3. Travel to places not shown.

B. Verbal Variations. Confirmation of a verbal order is required, and may not be delegated, when the AO gives the traveler a verbal order to:

1. Change the order of places to be visited;
2. Change the time at each location; [and](#)
3. Add or omit locations.

C. No Amendments Needed. No amendments are needed if:

1. The traveler departs within a period of 7 days before or after the specified date of departure; or

2. The TDY is extended by 100 percent of the original time or 7 days, whichever is less. For example, if a TDY of 5 days is authorized, then the traveler could be extended for 5 additional days (100 percent) without amendments (the lesser of 7 days and 100 percent is 5 days). On the other hand, if a TDY is authorized for 14 days, then the traveler could extend 7 additional days without amendments (the lesser of 7 days and 100 percent is 14 days).

050303. Issued in Advance

A travel order is issued before the travel is performed unless an urgent or unusual situation prevents prior issuance. Travel orders may not be revised or modified retroactively after the effective date so as to increase or decrease the rights and benefits which have been fixed under the applicable statutes or regulations. Note: This does not prohibit confirmation of verbal orders.

050304. Basis for Reimbursement

The travel order is the basis for the traveler's reimbursement. Reimbursement for travel is not authorized when the travel is performed in anticipation of verbal orders. The right to allowances is established when travel expenses are incurred under orders. Travelers are entitled to travel and transportation allowances only while in a travel status.

050305. Object Classification

Accounting for TDY travel **must** be accomplished through the use of a single object classification code. All temporary duty orders **must** be issued using the single object classification code of 21, "Travel and Transportation of Persons." Temporary exemptions to the mandatory use of the two-digit (21) object classification code to accommodate component-unique accounting requirements may be permitted only with the advance approval of the Under Secretary of Defense (Comptroller) or designee.

050306. Registration Fees

All registration fees incurred while DoD travelers are on TDY travel **must** be charged to object classification code 21, "Travel and Transportation of Persons."

050307. Errors on Travel Orders

A. Personal Data. When travel orders contain erroneous data (e.g., misspelled names, incorrect Social Security numbers, or incorrect grades), claims may be paid without amending the orders. The traveler may make and initial any necessary changes.

B. Appropriation Data. When the accountable (funding) station is the disbursing station, the incorrect accounting classification data may be corrected without an amendment. If the accountable (funding) station is different than the disbursing station, then changes to the incorrect accounting classification data **must** be supported by one of the following:

1. Separate funding documents;
2. A letter from the accountable disbursing official/comptroller; **or**
3. A documented telephone call to the accountable disbursing official or comptroller.

050308. Retroactive Amendments to Orders

A. Amendment Required. Travel orders may not be amended to increase or decrease entitlement to travel allowances after travel is performed. The original order, however, may be amended after travel is performed when an error is obvious or travel requirements change en route. A written amendment confirming a verbal order is not included in this category provided the verbal order was issued on or before the effective date of the directed change.

B. Amendment Not Required. Some provisions of the JFTR/JTR provide for after-the-fact approval (e.g., rental cars and communications expenses). In this case, the approval is not a retroactive amendment. Such expenses are claimed on the voucher and approved by the AO. An AO's signature on a DD Form 1351-2 constitutes approval of the claim.

0504 TRAVEL ADVANCES

050401. Policy

Cash travel advances **must** not be authorized unless an exception is granted. Annotate the maximum advance amount authorized on the travel order. The standard practice is for the traveler to use his or her **GTCC** to obtain cash from an automated teller machine (ATM). Also annotate on the travel order the maximum ATM cash advance amount that may be withdrawn using the government travel card. Personnel who are not eligible for government travel cards may obtain travel advances only via electronic funds transfer. The supervisor, in coordination with the disbursing officer, may authorize cash advances in limited situations where no other process is available to accomplish the mission. See Chapter 3 for additional guidance on the government travel card program.

050402. Managing Financial Resources

To manage financial resources more effectively for travel expense purposes, DoD Components **must**:

A. Hold to a minimum the amounts of cash advances for travel purposes as provided in section 0505;

B. Ensure that travelers submit vouchers within established time frames, as provided in paragraph 050405; **and**

C. Process travel vouchers promptly to assure timely payment to employees or **Service** members or to recover any excess travel advances. DoD Components must establish internal policies and procedures to ensure travel vouchers are paid within 25 working days after the end of a trip or travel period.

050403. Cadets and Midshipmen

Cadets and midshipmen travel in accordance with the policies of the respective service academy. If a cadet or midshipman wants a travel advance or seeks settlement at a disbursing office, the respective office listed below **must** be contacted for authorization as follows:

U.S. Military Academy:

Defense Finance and Accounting Service
ATTN: Travel Operations
325 Brooks Road
Rome, New York 13441
DRO-ArmyTravel@dfas.mil

U.S. Naval Academy:

Midshipman Disbursing Office
100 Cooper Road USNA-Bancroft Hall
Annapolis, MD 21402-5024
Commercial Phone: (410) 267-3297
DSN: 281-3297/3298

U.S. Air Force Academy:

10 ABW/FMFPP
2304 Cadet Drive Suite 220
U.S. Air Force Academy
Colorado Springs, CO 80840-5040
Commercial Phone: (719) 472-2649
DSN: 333-2649

050404. Invitational Travel Authorizations

Travel advances may be authorized for travelers using invitational travel authorizations. The amount of the advance **must** be approved by the orders approving official and included on the invitational travel authorization. Limit advances to the authorized amount (see paragraph 050401).

050405. Monitoring Advances

A. General. When a travel advance is authorized, it **must** be monitored to ensure that a corresponding travel claim is filed within **5** working days of the traveler's return to or arrival at the permanent duty station (PDS), or immediately when the orders are canceled. Travelers whose TDY extends beyond 30 days may file travel claims within 5 working days after the end of every 30 calendar day period or travel accrual payments may be provided in accordance with Service-specific regulations.

B. Failure To Submit Travel Claim. If a traveler has not submitted a claim within 15 days after the estimated date of return/arrival (provisions for separatees/retirees are in paragraph 050515), then the following action **will** be taken.

1. Marine Corps Members. Fifteen days after the **Service** member's estimated date of arrival/return, recoup the total amount of the advance through pay account deduction (see DFAS-Kansas City 7220.31-R, "Marine Corps Total Force Automated Pay Systems Manual"). System acceptance of this transaction activates the delayed deduction program. The **Service** member is notified of the impending deduction on the next leave and earnings statement. The amount then is deducted from the **Service** member's pay the following month.

2. Other Travelers. Each DoD Component **must** ensure that it has a process to monitor travelers' advances. Issue a letter advising travelers of their responsibility to submit travel claims and/or repay advances. On the 46th day after the traveler's estimated date of return/arrival, if no response to the letter has been received, then collect from the traveler's pay account. See Volume 5, Chapter 28 regarding administrative offset procedures.

0505 TRAVEL ADVANCE LIMITATIONS

050501. General

Except as provided in paragraph 050503, DoD Components **must** limit travel advances to those estimated expenses that a traveler is expected to incur for authorized travel including travel incident to permanent duty travel/**civilian employee** temporary change of station (PDT/TCS) that ordinarily would be paid using cash (see "cash transaction expenses" as defined in paragraph 050502). This limitation applies to all advances. Advances issued for travel under single trip, as well as open travel authorizations, are limited to the estimated cash transaction expenses for no more than a 45-day period.

050502. Cash Transaction Expenses

Cash transaction expenses are those travel expenses that, as a general rule, cannot be charged and, therefore, must be paid using cash, personal checks, or traveler's checks. Travelers **must** use the government travel charge card to charge major expenses, such as common carrier transportation fares, lodging costs, and rental of automobiles and airplanes. Cash transaction expenses are those items listed below:

A. Meals, when the government charge card is not accepted, and incidental expenses covered by the per diem rate, or Actual Expense Allowance (AEA);

B. Miscellaneous transportation expenses such as:

1. Local transit system fares;
2. Taxi fares;
3. Parking fees;
4. Ferry fees;
5. Bridge, road, and tunnel fees; **and**
6. Airplane parking, landing, and tie-down fees;

C. Gasoline and other variable expenses covered by the mileage allowance for advantageous use of a privately owned conveyance (POC) for official business;

D. Other authorized miscellaneous expenses which cannot be charged using a charge card and for which a cost reasonably can be estimated before travel.

050503. Exceptions to Travel Advance Limitations

A. Authorized Exceptions. The limitation in paragraph 050501 does not apply to any of the following PDT/**civilian employee** TCS expenses:

1. Temporary quarters subsistence;
2. Transportation and temporary storage of household goods (HHG);
3. Mobile home transportation.

or

B. Discounted Conference or Training Registration Fee (41 C.F.R. §301-74.25). Advance payment of discounted conference or training registration fee may be paid as indicated in paragraph 050507. See [JFTR/JTR, Appendix R, Part II, par. H.](#)

C. Order-Issuing Official's Discretion. The order-issuing/authenticating official may, under limited circumstances, increase the travel advance amount paid to a traveler. Those circumstances are as follows:

1. Use of Government Travel Charge Card Precluded. When travel circumstances are expected to preclude the use of a government travel charge card to purchase transportation, lodging, car rental, or other travel expenses that ordinarily are charged;

2. Government Travel Charge Card Not Offered. When the employee is not offered a government travel charge card in accordance with Chapter 3, Section 0306;

3. Permanent Duty Travel/Civilian Employee Temporary Change of Station (PDT/TCS). When use of a government travel charge card is not feasible for PDT/TCS travel or a househunting trip incident to a transfer between official stations, particularly a transfer between agencies.

D. Allowable Amount for Meals and Incidental Expenses (M&IE). Unless a different amount has been prescribed in the travel order/AEA, the amount advanced for meals and incidental expenses must not exceed the M&IE allowances prescribed in the JTR, Chapter 4, Part B and JFTR, Chapter 4, Part B.

E. Amount Allowed. Travel advances should not exceed 80 percent of the estimated lodging and transportation costs in the event that a travel card is not accepted at the TDY location; a Service/Agency does not authorize the travel card to be used for PDT or TCS travel; or the employee has not been offered the travel card. This information must be shown in block 16 of the travel order and will serve as the basis for authorizing an advance up to 80 percent. If the 80 percent limitation results in a financial hardship on the employee, then the order issuing official may authorize an advance for up to 100 percent of the estimated expenses for:

1. An individual trip; or
2. An open travel authorization not to exceed a 45-day period.

F. Travel Under a Reduced Per Diem Rate. When a reduced per diem rate is prescribed in accordance with the JTR, Chapter 4, par. C4550-C and JFTR, Chapter 4, par. U4177, employees or Service members may be authorized a cash travel advance of 100 percent of the authorized per diem rate for no more than a 45-day period, provided that the following three conditions are all met:

1. The period of TDY exceeds 60 days;
2. Travel vouchers are to be filed at least every 30 days; and
3. The government charge card cannot be used.

050504. Per Diem Amount

A. TDY or AEA. An advance based on the per diem allowance is limited to a period of 45 days under an individual travel order unless the employee is:

1. Assigned to TDY for a period in excess of 45 days at a place where there are no facilities available for processing travel vouchers; or
2. Performing extended TDY aboard a Navy ship.

B. PDT or Civilian Employee TCS

1. Travel Between Old and New PDSs. An advance for the employee and/or dependents, based on the applicable per diem allowance, must be limited to the amount payable for the allowable travel time.

2. Round Trip Travel to Seek Permanent Residence. An advance for the employee and/or spouse, based on the per diem allowance, must be limited to the amount payable for the actual number of days authorized in the travel orders.

050505. Mileage Amount

A. TDY. An advance based on the mileage allowance must be limited to the official distance between the PDS and the TDY location.

B. PDT or Civilian Employee TCS

1. Travel Between Old and New PDS. An advance, based on the mileage allowance of the Service member/civilian employee and/or dependents, must be limited to the official distance between the old and new PDSs.

2. Round-Trip Travel to Seek Permanent Residence. An advance, based on the mileage allowance of the civilian employee and/or spouse, must be limited to the official distance between the old and new PDSs.

050506. Commercial Transportation Amount

When an employee who does not have a travel card is authorized to perform travel by commercial transportation, an advance may be paid based on the estimated cost of the required transportation, not to exceed 80 percent for each trip authorized under the travel orders. If the 80 percent limitation results in a financial hardship on the employee, then the order-issuing official may authorize an advance for up to 100 percent.

050507. Advance Payment of Discounted Conference or Training Registration Fee

A. General. Travelers may be permitted to register early and be reimbursed for an advanced discounted payment for a conference or training registration fee as soon as they have been approved for the event and they submit a proper claim for the expenses incurred.

B. Traveler is Unable to Attend an Event for Which Reimbursement was Made. If the advance payment was made in accordance with subparagraph 050507.A and the traveler is unable to attend the event, the traveler must seek a refund of the registration fee and repay the advance with any refund received. If no refund is made, the DoD Component concerned must absorb the advanced payment as a preparatory travel expense if the traveler's failure to attend the event was caused either by a decision of the DoD Component concerned or for reasons beyond the traveler's control that are acceptable to the DoD Component concerned, (e.g., unforeseen illness or emergency). If no refund is made and the traveler's failure to attend the scheduled event is due to reasons deemed inexcusable by the DoD Component concerned, the traveler must repay the amount advanced.

050508. HHG Amount

An advance for the cost of HHG transportation **must** be limited to the cost of shipping the estimated weight of the employee's goods within the maximum weight for which an employee is eligible at the applicable rate and distance shown in the commuted rate schedule. An advance for the cost of temporary storage **must** be limited to the applicable commuted rate for the weight of HHG and period of storage, not in excess of 90 days and not in excess of the maximum HHG weight for which an employee is eligible. A request for an advance by an employee should be accompanied by a written statement designating the points of origin and destination, the estimated HHG weight to be shipped, and any anticipated temporary storage not to exceed 90 days. The estimate of weight required in support of an advance may consist of a statement of the estimated weight signed by the carrier selected to handle the shipments.

050509. Temporary Quarters Subsistence Expense (TQSE) Amount

Advances may be paid in 30-day increments for subsistence expenses covered in the JTR, Chapter 5, par. C5370-B. The initial advance for funds for TQSE **must** not exceed the maximum amount allowable under JTR, Chapter 5, par. C5372 for the first authorized period of 30 days or less. Thereafter, advances for subsequent 30-day periods may be paid as authorized by the DoD Component. When an advance is needed for the second and subsequently authorized 30-day periods, DoD Components should advise employees or **Service** members to submit the request for advance in sufficient time to allow for processing, approval, and issuance of the advance.

050510. Mobile Home Transportation Amount

A. Within the Continental/Contiguous United States (CONUS). When the point of origin and the PDS to which movement is authorized both are located within CONUS, an advance for the cost of transportation of a mobile home moved by a commercial transporter

must be limited to an amount computed at the applicable rates for transportation for the official distance and 90 days temporary storage prescribed in the commuted rate schedules for the maximum weight of HHG for which an employee is eligible. If a mobile home is moved by a means other than a commercial transporter between such points, limit the advance to an amount computed at \$0.11 per mile for the official highway distance or the applicable commuted rates in the schedules, whichever is less (JFTR/JTR, Chapter 5, Part F).

B. Between CONUS and Alaska. For travel between the CONUS and Alaska involving movement through Canada, limit the advance to the constructive cost for transportation and temporary storage of HHG under a government bill of lading, subject to entitlement conditions and limitations prescribed in subparagraph 050510.A.

050511. Group or Charter Arrangements

When payment for transportation under group or charter arrangements cannot be made to a carrier with government-procured transportation documents, an advance may be paid based on the estimated cost of the transportation to be furnished.

050512. Requesting an Advance

Subject to the conditions in subparagraph 050512.A an advance must, upon request, be paid to an employee. The appropriate office shall compute the amount paid. An exception to this requirement is authorized when individual travel orders are received via the Department of the Navy certified Automated Travel Order delivery system. Do not pay an advance more than 10 days before travel begins unless specifically authorized by the authority directing the travel as necessary because of early departure incident to leave and Service exigencies. An advance is subject to the conditions stated in the following subparagraphs:

A. Number of Advances Authorized. Ordinarily, only one advance may be paid for a specific purpose under the same travel order. An exception to this rule may be made for employees or Service members on TDY in excess of 45 days aboard Navy ships or employees or Service members on other TDY assignments under an individual travel order in excess of 45 days at a place where there are no facilities available for processing travel vouchers. The total of the amounts advanced during the TDY assignment may not exceed the total amount authorized to be advanced in the traveler's orders.

B. Prior Advance Outstanding. No advances shall be paid to personnel who failed, for reasons unacceptable to the approving official, to submit a reimbursement voucher on a previous travel authorization/order in which an advance was paid, or have not made arrangements to settle an outstanding advance. This requirement may be waived when personnel have not had reasonable time to prepare and submit vouchers between successive travel assignments.

C. HHG Shipments. Advances for transportation or temporary storage of HHG or mobile home movement shall not be paid if such expense is not expected to be incurred by the employee concerned within 30 days from the authorizing date. In such cases, the advance may be paid later.

050513. Obtaining an Advance Payment

A. Document Submission

1. Department of the Navy. Prepare and submit to the disbursing office one copy of the original travel order after it is signed. The travel order shall indicate the amount of the advance authorized.

2. Marine Corps. Prepare and submit to the appropriate paying office an original and three copies of the DD Form 1351 accompanied by three copies of the employee's travel order; or other requirements as provided by the appropriate paying office.

3. All Others. Prepare and submit to the appropriate paying office an original and three copies of the DD Form 1351 accompanied by three copies of the employee's travel order.

B. Payment. The disbursing office pays an advance. Necessary records of advances paid to employees or Service members are maintained by the appropriate office as specified in paragraph 050514.

050514. Advance Repayment

A. General. An employee or Service member who has received an advance shall submit a travel claim voucher within 5 working days of the employee's or Service member's return after the end of each trip so that settlement of the advance account can be made. The responsible settlement office that accounts for funds against which the advance was charged is responsible for settlement or collection action in accordance with the applicable Component's accounting or disbursing regulation. The DoD Components shall implement internal controls to assure that:

1. Travelers with outstanding travel advances are notified of any delinquencies in filing vouchers and repaying outstanding travel advances;

2. Travelers are paid amounts owed them within 15 working days after receipt of claims in the paying office; and

3. Outstanding travel advances and unpaid travel vouchers are reviewed and settled prior to an individual's separation.

B. Deduction From Vouchers. The settlement office shall ensure that the amount previously advanced is deducted from the total expenses allowed or otherwise is recovered. In instances where a traveler is in a continuous travel status, or where periodic reimbursement vouchers are submitted on individual trip authorizations, the full amount of travel expenses allowed may be reimbursed to that traveler without any deduction of the advance until such time as the final voucher is submitted. If the amount advanced is less than the amount of the voucher on which the advance is deducted, pay the traveler the net amount. If the advance exceeds the reimbursable amount, then the traveler immediately **must** refund the excess.

C. Delayed Use of Advance Funds. In the event of cancellation or indefinite postponement of authorized travel, the traveler **must** promptly notify the finance office and refund any advance for the authorized travel. If a traveler does not refund the advance promptly, the finance office shall take immediate steps to collect the advance from the traveler.

D. Outstanding Advances. An employee or **Service** member should be informed that any over-advanced amount indicated in a travel claim settlement voucher **must be** immediately repaid. If an employee does not make voluntary settlement of **the** indebtedness, take action to collect the outstanding advance from money due the employee or **Service** member.

E. Recovery of Advances. Outstanding travel or transportation advances that have not been fully recovered by deductions from reimbursement vouchers or voluntary refunds by the traveler shall be collected promptly in accordance with applicable debt collection laws and regulations. In the event that an employee or **Service** member dies before settling a travel advance, any travel advance in excess of earned entitlement is subject to collection. In the event the amount due is not refunded within a reasonable period, effect collection by salary offset, retired pay, or otherwise from the person to whom advanced, or the traveler's estate, by deduction from any amount due from the U.S. Government or by such other legal recovery method as may be necessary. Salary or other amounts due shall be used to settle the advance before **set-off** against the retirement credit. In view of these protections, a traveler is not required to furnish a bond in order to obtain a travel advance.

F. Accounting for Advances. Accounting for cash advances for travel purposes, recovery, and reimbursements shall be in accordance with procedures prescribed by the Government Accountability Office (GAO). See the [**GAO Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, Fiscal Guidance.**](#)

050515. Advances for Service Member Separatees or Retirees

A. General. A **Service** member who is separating or retiring may be paid an advance through EFT incidental to separation/retirement no more than 10 days prior to the **Service** member and/or dependent(s) actual travel dates. Upon completion of the travel, a **Service** member who has received an advance shall submit the travel claim to the appropriate **settlement** office.

B. Late Travel Claim. If the claim is not received within the required time frame, the [travel](#) official responsible for settling the advance shall prepare a letter to the Service member advising that: (1) he or she is responsible for submitting the travel claim to the appropriate [travel settlement](#) office; (2) a response is required within 30 days; and (3) if the travel claim is not received within this required time, the total amount of the advance becomes a debt. For retirees, refer the debt for offset against the retired pay account. For separated Service members, refer the debt for collection action to include possible offset against future Federal income tax returns. If no response is received within the 30-day time frame, then the responsible disbursing official holding the debt shall forward the debt and necessary documentation to:

DFAS-IN/Debt and Claims
Dept. 3300 ATTN: Debt Establishment
8899 East 56th Street
Indianapolis, IN 46249-3300

0506 TRAVEL STATUS

050601. General

Travel status begins when a traveler departs the home or office and ends when the traveler returns to the office or home. See [JFTR, Chapter 2, Part D, par. U2250](#), [JTR, Chapter 2, Part D, par. C2250](#), and [JFTR/JTR, Appendix A](#).

050602. Aircrew

Travel status begins with take-off from the PDS and ends with landing at the PDS. See [JFTR, Chapter 2, Part D, par. U2255-A](#).

0507 FURNISHED MEALS

050701. Complimentary Meals Furnished by a Hotel

When a traveler is furnished a complimentary meal by a commercial lodging establishment, that meal is not a deductible meal. There is no deduction from the M&IE rate regardless of whether the meal was consumed by the traveler. For rules concerning lodgings and meals furnished by government contract, see [JFTR, Chapter 4, Part B, par. U4143](#) and [JTR, Chapter 4, Part B, par. C4552-H](#).

050702. Meals Furnished at Conferences

When some but not all meals are included in conference fees, the proportional meal rate (PMR) applies on each day one or two meals are provided, except on travel days to and from the PDS. Light refreshments, including a continental breakfast, are a deductible meal when served at a meal time (e.g., breakfast 0600-0800). Light refreshments served during a break (not at a meal time) are not a deductible meal. See [JFTR/JTR, Appendix R, Part 1, paragraph O](#).

0508 GOVERNMENT QUARTERS AND DINING FACILITY AVAILABILITY

050801. [Non-availability](#) Statements

Travelers are not required to obtain written [non-availability](#) statements before obtaining reimbursement for commercial lodging costs and the local M&IE rate. The availability of government quarters, contract quarters, and dining facilities shall be confirmed when a reservation request is made. The Commercial Travel Office (CTO) or traveler shall obtain the confirmation by using the following procedures:

A. Lodging. The CTO or traveler should contact the destination billeting office or Army Central Reservation Center for availability of quarters. If quarters are not available, then the billeting office or Army Central Reservation Center is required to give the CTO or traveler a confirmation or [non-availability](#) number, or the name and phone number of the person contacted. When government or contract quarters are not confirmed as available, they are not available and a confirmation or [non-availability](#) number is to be issued. The CTO or traveler enters the confirmation or [non-availability](#) number on the travel order or voucher. If the CTO or traveler is not able to obtain a confirmation or [non-availability](#) number from the billeting office or Army Central Reservation Center, the CTO or the traveler shall note on the travel order or voucher the date and time the attempt was made. The commercial lodging and per diem rate then [must](#) be paid.

B. Dining Facilities. The traveler should obtain information on the availability of government dining facilities through the CTO or the destination billeting office or Army Central Reservation Center if the AO directs use of a government dining facility while the traveler is quartered on-base. If not available, the M&IE rate for commercial meals is authorized. If the CTO or the traveler is not able to obtain messing availability information through the CTO arrangements process or directly from the destination billeting office or Army Central Reservation Center, the commercial meals rate is authorized and the CTO or the traveler must note on the travel order or voucher the date and time an attempt was made.

050802. Government Dining Facility

A. Government Dining Use Required. If the AO directs use of a government dining facility while the traveler is quartered on-base but, during the trip, no such facility is available, the [Service](#) member may be reimbursed the full M&IE rate if all three meals are not available. Note: The dining facility and on-base government quarters shall be on the same installation. If one or two meals are not available (provided the AO accepts the [Service](#) member's certification of [non-availability](#)), the traveler shall be reimbursed the proportional meal rate or the full M&IE rate as determined by the AO. The appropriate government facility rate shall be paid when civilian travelers consume all three meals in a government mess or the proportional rate on any day in which one or two, but not all three, meals are consumed in a government mess. See [JTR, Chapter 4, Part B, par. C4554-A](#).

B. Government Dining Use Impractical. The use of a government dining facility is impractical on any day in which the [Service](#) member actually is traveling between or among locations, except for meals incident to special status as outlined in section 0509. See [JFTR, Part E, par. U4400-B](#).

050803. TDY Not at an Installation

When the TDY location is not at an installation, the Service member is not required to use nearby government facilities. If the Service member chooses to use government quarters at a nearby installation, however, a government dining facility is “not available” for M&IE purposes. See [JFTR, Part E, par. U4400-B](#).

050804. TDY at an Installation

A. Military Personnel TDY to an Installation. [Service](#) members are required to check the government quarters availability (e.g., through their CTOs) when TDY to a U.S. installation. Availability/[non-availability](#) documentation must be obtained per [JFTR, Chapter 2, Part H, par. U2570](#). [Service](#) members should use adequate available government quarters when TDY to a U.S. installation; however, when adequate government quarters are available on that U.S. installation and other lodgings are used, lodging reimbursement is limited to government quarters cost. See [JFTR, Chapter 2, Part H, par. U2560-D](#).

B. Civilian Personnel TDY to an Installation. In compliance with the requirement to exercise prudence when incurring expenses, employees should check for government quarters availability. Civilian employees may not be ordered/required to use government quarters, nor may lodging reimbursement simply be limited to the government quarter cost. However, if government quarters are available on that installation for an employee TDY to a U.S. installation, then the proper authority may prescribe a reduced per diem rate based on the government quarters cost. Reduced per diem rates can only be established before travel begins. See [JTR, Chapter 2, Part H, par. C2550](#).

0509 SPECIAL STATUS AND PER DIEM RATES

Reduced or zero per diem rates for a special status, such as field duty, sea duty, hospitalization, rehabilitation, and essential unit dining, take effect at 12:01 a.m. the day after the traveler enters the status and ends at 12:00 a.m. the day preceding the day the traveler leaves that status. See [JFTR, Chapter 4, Part B, pars. U4102, U4105](#).

050901. Departure From and Return to PDS

Seventy-five percent of the appropriate M&IE rate is paid to travelers on the day of departure from and return to the PDS when entering or exiting a special status providing all meals.

050902. Other Changes in Status

For all other days of travel when the traveler enters or exits a special status providing all meals, those meals provided before entering and after exiting the status are available and the proportional meal rate applies on those days. If no travel is involved and the traveler goes from a zero per diem status directly into another zero per diem status, no per diem is paid for that day. Otherwise, apply normal per diem computations, at the special status rates, for that day.

050903. Payment for Meals

If a traveler is required to procure a meal or quarters other than at the special status rates, reimbursement of the cost may be made not to exceed the proportional meal rate for the meal or lodging portion of the locality per diem allowance. This does not include payment of the basic food cost for officers, employees, or [Service](#) members in field duty, sea duty, or under essential unit messing. See [JFTR, Chapter 4, Part F, par. U4510](#) and [JTR, Chapter 4, Part F, par. C4710](#).) Note: Employees are reimbursed the basic food costs. See [JTR, Chapter 4, Part B, pars. C4554-A-1-c and C4554-D](#).

050904. Travel Orders

Travel orders shall identify the reduced per diem rates, availability or [non-availability](#) of government quarters, authorization for government or proportional meal rate as applicable, identification of special status, and reference to the letter or message in which they were established.

0510 CONSECUTIVE TDY

051001. Per Diem

Per diem is payable for the interval between two periods of TDY if the interval exists through no fault of the traveler and the traveler either remains at the first TDY location or travels to the next TDY location within the allowable travel time.

EXAMPLE: The traveler completes the first TDY on October 5 and the next TDY starts October 8. The traveler is paid per diem during the delay at an authorized delay (AD) point in between the first and second TDY point. Note: [Privately owned Automobile \(PA\)](#), [Temporary Duty \(TD\)](#), [Mission Complete \(MC\)](#)).

<u>D/A</u>	<u>DATE</u>	<u>LOCATION</u>	<u>MODE</u>	<u>REASON FOR STOP</u>
Dep	1 Oct	PDS	<u>PA</u>	
Arr	1 Oct	TDY Point A		TD
Dep	8 Oct	TDY Point A	PA	
Arr	8 Oct	TDY Point B		TD
Dep	12 Oct	TDY Point B	PA	
Arr	12 Oct	PDS		MC

051002. Authorized Delay Enroute

To attain savings to the government, combine what would have been two separate TDY trips into one longer trip and provide for authorized delay (AD) at an intermediate location. Per diem is payable for the interval between the two periods of TDY. The amount of per diem paid should be based on the location of the AD.

<u>D/A</u>	<u>DATE</u>	<u>LOCATION</u>	<u>MODE</u>	<u>REASON FOR STOP</u>
Dep	1 Oct	PDS	PA	
Arr	1 Oct	TDY point A		TD
Dep	5 Oct	TDY point A	PA	
Arr	5 Oct	The location in between the 1 st /2 nd TDY location	PA	AD
Dep	8 Oct	AD point	PA	
Arr	8 Oct	TDY point B		TD
Dep	12	TDY point B	PA	
Arr	12	PDS		MC

0511 LEAVE, PERMISSIVE TDY, OR ADMINISTRATIVE ABSENCE IN CONJUNCTION WITH FUNDED TDY

051101. Permissive/Administrative Travel Time

A traveler who takes leave, permissive travel, or an administrative absence before or after a funded TDY is entitled to travel allowances from the PDS to the funded TDY location and return to PDS. If the traveler takes leave, permissive travel, or an administrative absence between two TDY locations, the traveler is entitled to allowances for direct travel between the two TDY locations.

051102. Travel Time When Using Privately Owned Conveyance (POC)

Permissive or administrative travel time is authorized when a traveler is authorized to travel by POC for personal convenience to a funded TDY of 16 days or more and reimbursement is based on a constructive schedule. Compute the allowable travel time based on the provisions of the [*JFTR, Chapter 4, Part D*](#) for military personnel, and [*JTR, Chapter 4, Part H, par. C4775*](#) for civilian employees. Permissive or administrative travel time is not authorized when the orders direct a mode of transportation and that mode is available but not used. Per diem is not authorized for the additional period.

051103. Leave and Overtime in Conjunction With Official Travel

The unit commander, designated representative, or employee's supervisor shall make and document determinations regarding leave and duty status, to include overtime. The granting, accounting for, and associated reporting procedures are organizational responsibilities made in accordance with DoD Component instructions.

0512 RETURN TO THE PERMANENT DUTY STATION DURING TDY

051201. Authorized Return

When a travel order authorizes return to the PDS, the traveler is authorized travel, transportation allowances, and per diem for travel from the TDY site to the PDS and return to the TDY site. When the AO has authorized or approved the lodging costs maintained at the TDY site as mission essential, the incurred expenses shall be paid as a reimbursable expense. In making the decision to authorize or approve, the AO shall determine that the reasons for retaining the lodging are reasonable and necessary and not strictly for the convenience of the traveler. This determination should be made after considering the traveler's efforts to obtain lodging on a weekly or monthly basis or other long-term rental agreement. When the lodging retained is charged on a daily basis, the AO should consider such factors as the length of the TDY, the amount of personal belongings, the capability of the establishment to store those belongings, and the ability of the traveler to secure a room upon return. The AO shall state the reason for authorizing or approving reimbursement of the retained lodging. For this entitlement, the permanent quarters from which the traveler normally commutes to the PDS are the same as the PDS. If the traveler goes to another location, then no allowances are authorized for the travel and per diem is computed as if the traveler remained at the TDY location.

051202. Voluntary Return

When a traveler voluntarily returns to the PDS during a TDY period, limit his or her entitlement to the lesser of the actual travel cost for the roundtrip to the PDS and what it would have cost had he or she remained at the TDY site. The factors included in determining actual travel costs are: per diem for the travel days; roundtrip transportation for the mode used; and cost for quarters retained at the TDY site. See [JFTR/JTR, Appendix O, par. T4030-J](#) and [JTR, Chapter 4, Part E, par. C4677](#).

VOLUME 9, CHAPTER 6 “PERMANENT DUTY TRAVEL”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by [blue font](#).

Substantive revisions are denoted by a * preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [***bold, italic, blue and underlined font***](#).

The previous version dated June 2010 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
ALL	Verified and updated references and hyperlinks throughout the chapter.	Update
ALL	Made editorial changes in order to increase the clarity of guidance.	Update
0601	Clarified that the travel claim is to be filed within 5 working days of arrival at the permanent duty station, versus the previously stated 10 working days.	Update
0602	Deleted information regarding use of the Defense Travel System (DTS) to make arrangements for permanent duty travel (PDT), as PDT is not currently supported by DTS.	Delete
060302.D	Updated Service addresses for submitting claims for personally-procured moves.	Update
0608	Updated the Temporary Quarters Subsistence Expense (TQSE) term from ‘fixed amount’ to ‘lump sum,’ and updated guidance to require a statement from the traveler certifying that TQSE expenses will be incurred.	Update
0609	Updated guidance to state that the standard Continental United States (CONUS) rate is the per diem rate used for calculating the Actual Expense (AE) House Hunting Trip (HHT) reimbursement. Updated the term for HHT reimbursement method from ‘fixed’ to ‘lump sum.’	Update
061001	Added guidance on reimbursement of expenses when settling a claim for an unexpired lease.	Add
061003	Updated guidance on the Home Marketing Incentive Payment (HMIP). Deleted outdated guidance.	Update
061103	Deleted outdated guidance on voucher submissions for civilian Air Force and Army attaché employees, and Medical Evacuees, returning from Outside the Continental United States (OCONUS) employment for separation or retirement.	Delete

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CHAPTER 6

PERMANENT DUTY TRAVEL

*0601 GENERAL

This chapter provides general guidance for the preparation, submission, and processing of permanent duty travel (PDT) claims for travelers. When travel advances are authorized, they **must** be monitored to ensure that a corresponding travel claim is filed within **5** working days of the traveler's arrival at the permanent duty station (PDS), or immediately when the orders are canceled.

*0602 DEFENSE TRAVEL SYSTEM (DTS)

Permanent duty travel **is not currently supported by the DTS, and should not be used by Department of Defense (DoD) travelers for arranging travel or settling claims involving PDT.**

0603 TRANSPORTATION AND STORAGE OF HOUSEHOLD GOODS (HHG)

Ordinarily, the government arranges for the shipment of HHG. When DoD personnel arrange for the shipment **themselves**, and a government bill of lading (GBL) is the authorized method, the **Transportation Office(r) (TO)** provides the information concerning the traveler's allowable expenditures and computes the amount the shipment would have cost the government. When the commuted rate is the authorized method of shipment for a civilian employee, payment **must** be based upon the amount computed from the General Services Administration (GSA) **commuted** rate schedule. If the TO instructs the traveler to personally make arrangements, or if a TO is not available, payment **must** be made for **the** actual costs incurred to procure authorized services. In all other instances, payment is limited to the actual cost incurred, not to exceed the amount it would have cost the government, or the **Service** member may be paid a monetary allowance equal to 95 percent of the government's constructed cost. (See the Joint Federal Travel Regulations (**JFTR**), Volume 1 **JFTR, Chapter 5, Part A, par. U5012-C, and Part D2, par. U5320**, and Joint Travel Regulations (**JTR**), Volume 2 **JTR, Chapter 5, Part D.**)

060301. Commuted Rate Method

When a DoD employee is authorized to ship HHG at the commuted rate, the payment **must** be computed using the GSA **commuted** rate schedule in effect on the date the carrier picked up the HHG, or the date that the employee actually moved the HHG without regard to government cost. The claim must be supported by certified weight tickets or a constructive weight determination made and approved in accordance with **the JTR, Chapter 5, Part D, par. C5160-D.**

060302. Personally-Procured Move (**PPM**) Monetary Allowance

Provided as an incentive, a Service member, or a deceased member's next of kin, may elect to personally procure HHG transportation and be paid a monetary allowance of 95 percent

of what it would have cost the government. The member **must** have orders authorizing PDT, **temporary duty (TDY)** with HHG entitlement, or assignment to or from government quarters. The TO **will provide the member with a DD Form 2278**, “Application for Do-It-Yourself Move and Counseling Checklist”. This form shows the constructive GBL or contract cost for moving the HHG, based on a weight estimate provided by the traveler. (See **JFTR, Chapter 5, Part D, Section 2, par. U5320-D.**)

A. **Impact on Other PDT Allowances.** **Service members** and/or dependents traveling to their destination in a rental vehicle or privately owned conveyance (POC) used for a **personally-procured** move are authorized both a personally-procured move monetary allowance and PDT allowances. The PDT **allowances** are not part of the personally-procured move monetary allowance program and are separately processed.

B. **Claims.** No **PPM** incentive claim can be computed without valid weight tickets or **an** approved constructive weight by the TO. Claims for personally-procured **move** monetary allowances **must be supported** with:

1. The **Service member’s** statement of expenses actually incurred;
2. Certified weight tickets (original or copy) for gross and empty weights, or **a record of the approved constructive weight by the TO; and**
3. A record of the weight shipped with any other record of shipment or storage under the same travel order.

C. **Payment Procedures.** Pay **PPM** monetary allowance claims in accordance with each Service’s procedures. Service addresses for **PPM** monetary allowance claims are found in subparagraph 060302.D. Compute the personally-procured monetary allowance claim as follows:

1. Obtain the GBL cost or local contract cost from the TO. Multiply this cost by 95 percent to obtain the maximum entitlement **dollar amount**;
2. Deduct the expenses actually incurred by the **Service member** from the maximum entitlement **dollar amount**. The resulting **dollar amount** is the member’s incentive payment;
3. Multiply the member’s incentive payment by the applicable tax withholding percentage. This amount is withheld for Federal Income Tax Withholding (FITW);
4. Deduct the FITW amount from the incentive **payment** amount to determine the amount payable to the member;
5. Deduct any advance operating allowance paid to the member. The **amount remaining after deducting the advance** is the **dollar** amount payable to the member for settlement; **and**

6. Prepare [Treasury Department \(TD\)](#) Form W-2, “Wage and Tax Statement.” Insert the incentive portion of the personally-procured monetary allowance move payment in the earned income block and insert the FITW withheld in the FITW block.

NOTE: If the actual expenses are more than 95 percent of the government’s cost, it may be advantageous for the [Service member](#) to be reimbursed under the actual expense method. The actual expense method enables the member to be reimbursed up to 100 percent of what it would have cost the government to move the HHG. Do not withhold income taxes from the [actual expense](#) payment, since the member does not receive an incentive payment.

* D. Service Addresses for Personally-Procured [Move](#) Monetary Allowance Payments

Civilians for DoD Agencies/Navy WCF and Revolving Fund/Army and AMC funded travel:

Defense Finance and Accounting Service – [Rome Site](#)
ATTN: [Travel Pay, Civilian Relocation](#)
[325 Brooks Road](#)
[Rome, NY 13441](#)

Army

Defense Finance and Accounting Service – [Rome Site](#)
ATTN: [Travel Pay, PCS Travel](#)
[325 Brooks Road](#)
[Rome, NY 13441](#)

Navy

Commanding Officer
[Fleet and Industrial Supply Center](#)
ATTN: [Household Goods Audit Division, Code 302](#)
[1968 Gilbert Street, Suite 600](#)
[Norfolk, VA 23511-3392](#)

Air Force

Local Financial Services Office (FSO)

United States Marine Corps

Commanding General, Marine Corps Logistics Base
ATTN: Code 470
[814 Radford Boulevard, Suite 20318](#)
[Albany, GA 31704-1128](#)

[Coast Guard](#)
[Commanding Officer](#)
[ATTN: DITY Move Desk](#)
[U.S. Coast Guard Finance Center](#)
[1430A Kristina Way](#)
[Chesapeake, VA 22326-0017](#)

060303. Actual Expense Reimbursement for Personally-Procured Shipment or Storage of HHG

A. Claims. Claims are authorized for personally-procured shipment or storage of HHG and baggage. The claims [must](#) include the traveler's certification, as follows: "I certify that this shipment (including drayage, storage, packing, and crating) consisted of household goods and personal effects. These items belonged to me and were used by me (or my dependents) before the effective date of my orders. They were not intended directly or indirectly for any other person or persons, or for sale. The following shipments were previously made at government expense under the same travel orders that support this claim (if no previous shipments show "NONE"). I certify that I did not request payment under the monetary allowance or any other program. I further certify that the declared professional books, paper, and equipment belong to me and are necessary in the performance of my official duties." (See [JFTR, Chapter 5, Part D, Section 2, par. U5320-D](#) and [JTR, Chapter 5, Part D.](#))

B. Supporting Documents. The traveler [must](#) submit the following documents to support a claim for actual expense reimbursement:

1. A statement provided by the TO on the constructive cost of shipment by GBL, accessorial services, or storage which states that the charges claimed are reasonable and that the member was instructed personally to arrange the shipment (if applicable);
2. Receipts for expenses of \$75 or more, signed by an authorized agent of the company;
3. [When](#) applicable, copies of [a](#) time extension certificate, powers of attorney or written authorizations;
4. The claimant's statement showing the necessity for any storage:
 - a. [Over 90 days for a Service member or civilian employee making a permanent change of station \(PCS\) move to/from Outside the Continental United States \(OCONUS\) or;](#)
 - b. [Over 60 days for a civilian employee making a PCS move Continental United States \(CONUS\) to CONUS.](#)

Non-availability of government storage is not an acceptable reason for requesting storage over the 90/60 day limit;

5. For shipments by van carriers, provide a certified weight ticket. In place of certified weight tickets, where charges are based on cubic measure, the owner may obtain a certificate from the carrier stating: "No scale within 10 miles. Shipment used _____ cubic feet of properly loaded van";

6. An itemization of packing charges that shows size, type and number of containers used with the charge for each container;

7. Receipts for packing, crating, drayage, unpacking, and uncrating that are itemized and supported with a statement by the TO for the area on availability of government facilities;

8. A bill of lading. If no bill of lading is available, the traveler must obtain other evidence showing point of origin and destination;

9. An itemization of costs incurred if the TO performs or procures the services. This is not required for accessorial services itemized on a GBL for line-haul van shipment; and

10. Copies of all applicable orders.

C. Claim Submission. The travel settlement voucher, DD Form 1351-2, "Travel Voucher or Subvoucher," should be submitted within 5 working days of arrival at the new PDS.

D. Payment. If the claim is proper and is supported by the appropriate documentation, the disbursing office must pay the claim.

0604 TRANSPORTATION AND STORAGE OF PRIVATELY OWNED VEHICLES

060401. Concurrent Travel Transportation

If overseas travel with a POC was concurrent, a traveler must include travel to the vehicle port of embarkation (POE) and the vehicle port of debarkation (POD) with the permanent duty travel claim. (See JFTR, Chapter 5, Part E and JTR, Chapter 5, Part E.)

060402. Nonconcurrent Travel Transportation

If travel is not concurrent, a separate claim must be submitted. A TDY order is not required when a separate trip is performed to pick up or deliver the vehicle to the POE and the POD. (NOTE: The PDT orders provide entitlement.) Ordinarily, a DD Form 788, "Private Vehicle Shipping Document for Automobile", supports the claim. However, when a traveler performs PDT and has a commercial shipping firm process the vehicle for shipment at

government expense, the DD Form 788 usually is not in the traveler's possession at the time that the claim is processed. A statement from the traveler, accompanied by a copy of the billing from the commercial firm, is acceptable. (See [JFTR, Chapter 5, Part E](#) and [JTR, Chapter 5, Part E](#).)

060403. Storage

[Service members](#) ordered to a foreign location OCONUS PDS, to which transportation of a privately owned vehicle (POV) is prohibited, or sent TDY on a contingency operation for more than 30 days, may be eligible to store one POV. Storage, delivery, and pick-up entitlements are prescribed in [JFTR, Chapter 5, Part E, Section 2](#).

0605 TRANSPORTATION OF MOBILE HOMES

060501. Employee Allowances

A. General. A DoD employee may be authorized mobile home transportation in lieu of transportation of HHG's, but may not be authorized both mobile home and HHG transportation. The TO determines [what](#) the authorized and unauthorized costs [are](#) incident to a mobile home shipment. (See [JTR, Chapter 5, Part F](#).)

B. Claims. When movement of a mobile home is made by self-procured commercial transportation, a statement of authorization is issued by the TO. An original or legible copy of the paid bill from the commercial transporter is required and the bill [must](#) be completely itemized to preclude any payment of unauthorized costs.

060502. Member Allowances

A. General. A [Service member](#) directed to perform PDT is entitled to transportation and mobile home allowances. A member also may be entitled to movement of a mobile home under unusual or emergency circumstances, even though not related to PDT allowances. When a member is directed to perform TDY enroute, the authorized shipment of a TDY weight allowance does not preclude the entitlement to transportation of a mobile home. The transportation entitlements, as well as the conditions of eligibility, are contained in the [JFTR, Chapter 5, Part F](#).

B. Claims. The preparation of claims and submission of supporting documentation is as required by Service procedures.

0606 DISLOCATION ALLOWANCE (DLA)

DLA is paid to members as specified in [JFTR, Chapter 5, Part G](#). If a change of grade occurs between the date orders are issued and the effective date of orders, a copy of the promotion/demotion orders may be submitted with the claim versus an amended order.

060601. Effect of Assignment to Quarters

A member without dependents, who is above the pay grade of E-5, may receive DLA if the member elects not to occupy assigned quarters of the United States or a housing facility under the jurisdiction of a uniformed service, and the quarters or facility do not meet the minimum adequacy standards established by the Secretary of Defense for members in such grade. Do not advance or pay DLA to a member under these circumstances without a statement from the gaining organization that assigned quarters do not meet the minimum adequacy standards.

060602. Sea Duty

The senior spouse of a member-married-to-member couple without dependents in a pay grade below E-6 may be advanced or paid DLA based on guidance contained in [JFTR, Chapter 5, Part G](#).

0607 CIVILIAN MISCELLANEOUS EXPENSE ALLOWANCE

The payment of the flat miscellaneous expense allowance to civilian employees does not require receipts or itemized statements. When a DoD civilian employee claims actual expenses, the civilian personnel office assists in the determination of the allowable expenses. (See [JTR, Chapter 5, Part G, par. C5310](#).)

*0608 CIVILIAN TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)

A DoD employee's PDT orders **must** authorize the initial TQSE period and specify whether the Actual Expense **method** for the Temporary Quarters Subsistence Expense (TQSE (AE)) or the **Lump Sum method** of the Temporary Quarters Subsistence Expense (TQSE (LS)) is authorized. Additional periods of TQSE (AE) require amended orders. **The employee must provide a statement in advance selecting Lump Sum TQSE (LS) which certifies that TQSE expenses will be incurred.** The disbursing office does not determine the number of TQSE days authorized. **For TQSE (AE),** expenses must be itemized on a per meal and per item basis. Receipts are required for all TQSE (AE) expenses as specified in the [JTR, Chapter 5, Part H](#). Additionally, the DoD employee can claim grocery costs for at-home meals when in a TQSE (AE) status. The total cost of consumable groceries is divided by the number of at-home meals consumed. The proration of groceries is authorized so long as the cost of the groceries consumed is reasonable. The approving official makes the final determination on any question(s) concerning the reasonableness of expenses during a TQSE (AE) period. Advances and payments for TQSE are based on the provisions of the [JTR, Chapter 5, Part H](#).

*0609 CIVILIAN HOUSE HUNTING TRIPS

If authorized in their travel orders, DoD employees may make house hunting trips, not to exceed 10 consecutive days. The employee and spouse may travel separately or together; however, the cost cannot exceed one round trip for travel together. The number of days for house hunting that the employee uses does not limit the number of days for the spouse (e.g., the

employee can take 4 consecutive days and the spouse still could use up to a total of 10 days). Advances and payment for house hunting trips are based on the prescribed per diem rate, i.e., the paid lodgings plus method or a lump sum amount. Under the lodgings plus method, the standard CONUS per diem rate applies. (See JTR, Chapter 5, Part M, par. C5624.)

0610 CIVILIAN REAL ESTATE TRANSACTIONS

*061001. Reimbursement Due to the Sale and Purchase of a Residence or for Settling an Unexpired Lease

DoD employees may be reimbursed for expenses required for the sale and purchase of a residence, or for the settlement of an unexpired lease, in connection with PDT. Settlements for transactions regarding a sale, purchase, or lease termination should not be later than 1 year after the employee's transfer effective date, unless an extension is granted in accordance with the JTR, Chapter 5, Part P, par. C5750-C.

A. For reimbursement of expenses required for the sale and purchase of a residence, the employee must file a DD Form 1705, "Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses." Separate DD Forms 1705 are required for expenses at the old duty station and at the new duty station. Copies of the supporting documentation showing costs incurred must be attached. The approval authority must approve the appropriate DD Form 1705 in accordance with Component regulations for real estate transactions at the old and new stations. The claim must be submitted in accordance with the JTR, Chapter 5.

B. For reimbursement of expenses when settling an unexpired lease, the employee files a claim using the DD 1351-2. When filing a claim for reimbursement of an unexpired lease, the following documentation must be provided:

1. A copy of the lease prescribing the penalties or other costs that are payable if occupancy is terminated prior to the lease expiration date;
2. A statement of the extent of legitimate attempts made to avoid penalty costs if the lease includes a savings provision for subleasing, or making other arrangements to avoid penalty costs; and
3. An itemized list of expenses along with the paid receipts for each expense item, and any necessary explanations for clarification of penalty costs.

061002. Home Marketing Incentive Payment (HMIP)

These procedures apply to all DoD Components. The document submitted for payment of HMIP may be a locally-developed form for attachment to the travel settlement claim, DD Form 1351-2. The form, at a minimum, must contain the following information:

- A. Employee's name (last, first, middle initial);

B. Employee's Social Security Number (SSN);

C. Employee's present position, title, grade;

D. Employee's current organization;

E. Employee's current duty phone;

F. Computation of HMIP to include the final payment amount (the relocation services company must complete the amended sale transaction and submit the employee's real estate invoice for payment before the computation can be completed);

G. Traveler's signature; and

H. Order approving official's signature.

***061003. Payment of HMIP**

HMIP is considered income, and a TD Form W-2 **must** be processed **showing the taxes withheld and the employee income**. No authority exists to pay either a withholding tax allowance (WTA), or a relocation income tax allowance (RITA) to offset the federal, state, and local income taxes on the incentive payment. Payment offices **must** obtain an approved document (as described in paragraph 061002) with a DD Form 1351-2 and a valid copy of PDT orders for payment.

0611 PAYMENT OF TRAVEL VOUCHERS INVOLVING OCONUS PERMANENT DUTY ASSIGNMENT FOR DOD CIVILIAN EMPLOYEES

061101. Proceeding To, or Round Trip Travel From, an OCONUS PDS

Reimbursement vouchers for travel to an OCONUS PDS under an original agreement, or for round trip travel from an OCONUS PDS under a renewal agreement, **must** be prepared upon completion of the travel and submitted to the travel computation office servicing the OCONUS station for payment.

061102. Transfer From OCONUS PDS

When employees transfer from OCONUS duty stations, they **must** submit reimbursement vouchers to the travel computation office that supports the new duty station.

***061103. Returning From OCONUS Employment For Separation From the Service**

A. General. Prior to departure from an OCONUS duty station, an employee who is being returned for separation for any reason **must** be furnished written instructions by the releasing activity on the following:

1. How to record trip itinerary;
2. Which travel expenses are reimbursable;
3. How to keep a record of these items; and
4. How to complete and sign documents that are to be forwarded for the purpose of finalizing pay and reimbursement of travel claims.

NOTE: Except as provided in subparagraph 061103.B, the OCONUS releasing activity, in conjunction with the servicing travel computation office, **must** process final pay and settlement of travel claims for employees who are returned for separation.

B. Navy Employees. Travel claims of the following Navy employees **must** be submitted to the office that supports the location to which the employee returns:

1. Employees who are returned from OCONUS for separation under overseas agreements or for purposes of retirement; and
2. Foreign nationals who are returned to their places of residence in foreign countries for separation under employment agreements or for purposes of retirement.

C. Agreement Violation. An employee is responsible to carry out the mission for which travel is undertaken. If an employee does not report to the designated PDS, refuses to perform the mission, or resigns, the employee **must** reimburse the government for the PDT travel and transportation allowance paid. (See JTR, Chapter 5, Part L, Section 5, par. C5578.)

1. Allowance Determination. The appropriate finance office must determine an employee's travel and transportation allowances. The entitlement determination must be made prior to processing the employee's separation. Travel and transportation allowances previously furnished and/or to be furnished must be computed by the activity where the violation occurred.

2. Statement of Liability or Credit. For each transportation agreement violation, the finance office must provide the employee with a statement of the employee's liability or credit that indicates in detail the liabilities, obligations, and credits (and an explanation of how the credits may be used or applied). A copy must be sent to the civilian personnel officer for inclusion in the employee's personnel folder. The employee must also be informed of the right to file a claim if he or she disagrees with the statement of liability or credit.

3. Collection. If the finance office determines that an employee is indebted to the government, the office must immediately initiate collection action.

0612 RELOCATION INCOME TAX ALLOWANCE (RITA)

061201. Allowance

The RITA is a 2-year, two-process calculation.

A. Year One Withholding Tax Allowance (WTA). The WTA is an estimated partial payment of the final RITA payment designed to cover FITW from the PDT moving expense reimbursement. It is intended to provide an immediate offset to the tax withheld on the payment, and **is also** subject to withholding. As a result, payment of WTA allows the employee to receive the same reimbursement had the withholding not been required. FICA deductions may not be reimbursed to the employee. To receive WTA, an employee **must** agree in writing to repay any excess WTA amount paid in year one. The agreement may be written on the settlement voucher or may be a separate statement. The statement **must** read as follows:

“I agree to repay any excess amount of WTA paid to me in year one and submit the required certified tax information. I understand failure to comply with this requirement will preclude payment of WTA. I also understand that the entire WTA is an excess payment if the RITA claim is not submitted within 120 days.”

Compute the WTA in the following manner:

1. Determine amount of covered reimbursable expense;
2. Multiply Step 1 amount by .3889 to arrive at the WTA amount;
3. Add Step 2 amount to Step 1 amount to determine the total income subject to tax;
4. Multiply Step 3 amount by .28 to determine FITW amount. Enter this amount in the appropriate block on TD Form W-2; **and**
5. Subtract both Step 4 and Step 5 amounts from Step 3 amount. This is the net payment or net income to the employee.

B. Year Two RITA. The RITA payment **must** be made in the calendar year following the calendar year in which WTA is paid. RITA is based on employee's gross compensation, tax filing status, and marginal tax rates. RITA reconciles WTA payments with the employee's personal tax liability. The employee **must** file a claim for RITA; it is not automatic. If an employee does not file for RITA in year two, he or she is liable for the additional federal income tax incurred as a result of the additional income. RITA does not cover any moving expense for which the IRS allows a deduction. In some instances, when an employee files the RITA final claim in the second year, he or she is in a lesser tax bracket because of lower earned income. If the calculation of RITA results in a negative amount, do not adjust prior year or current year income. The employee is obligated to repay this amount as a debt due the government. A negative TD Form W-2 is not issued. NOTE: Year two is the

calendar year in which RITA payment is made. The dollar value of the payment **must** appear on the employee's TD Form W-2 as additional income.

061202. Tax Withholding

Both WTA and RITA are subject to FITW and FICA. State and local (if applicable) tax withholding rates also **must** be considered in the RITA computation but are not to be withheld from the payment to the employee.

061203. Funding

RITA is a PDT **allowance**. Therefore, the reimbursable expenses of an employee transferred in the interest of the government must be charged against the appropriation current when valid travel orders are issued. The organization responsible for the original funding of the move also has the responsibility to secure adequate funds in order to pay the adjustment vouchers.

VOLUME 9, CHAPTER 7: “EVACUATION ALLOWANCES”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by *blue font*.

Substantive revisions are denoted by an * symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by ***bold, italic, blue and underlined font***.

The previous version dated November 2009 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
ALL	Verified formatting and references.	Update
ALL	Replaced hyperlink website addresses with new ones provided by the Defense Travel Management Office (DTMO), Per Diem Travel and Transportation Allowance Committee (PDTATAC).	Update
070204.D Previous Version	Deleted the second sentence, which advised evacuees that all claims after the initial one were handled through the mail.	Delete

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CHAPTER 7

EVACUATION ALLOWANCES

0701 GENERAL

Personnel evacuations require special handling by finance officers at the evacuation point, safe haven, and designated places. The processing of evacuees requires patience, tact, and expeditious service. Joint Federal Travel Regulations ([JFTR](#), [Volume 1, Chapter 6](#)) is the regulatory guidance for military family evacuation. Joint Travel Regulations ([JTR](#), [Volume 2, Chapter 6, Part D](#)) address Department of Defense (DoD) civilian employees and/or families evacuation entitlements. The Office of the Under Secretary of Defense (Personnel and Readiness) or other designated responsible official will announce the evacuation and identify the safe haven locations.

0702 EVACUATION ADVANCES AND PAYMENTS

070201. Orders

Copies of the departure orders shall support evacuation advances and payments. If such orders are not available, then refer evacuees to the local personnel organization. Evacuees requiring advances will use an available automated teller machine (ATM) or electronic funds transfer (EFT) once they have departure orders. If no ATM is available or EFT cannot be used, then the supporting disbursing office may use an alternative payment method.

070202. Evacuation from Foreign Locations

A. Military Member Dependents. [JFTR, Chapter 6, Part A](#) covers allowances for the dependents of uniformed personnel authorized or ordered to evacuate from locations Outside the Continental United States. Uniformed members are not evacuated; however, they may be issued orders for temporary duty as required.

B. DoD Civilian Employees and/or Families. [Title 5, United States Code \(U.S.C.\), section 5725](#) provides authority for transportation at government expense for an employee's dependents and household goods to a safe haven location when an evacuation is authorized or ordered. [JTR, Chapter 6, Part C](#) addresses regulations governing evacuations from foreign areas. [Title 5, U.S.C., section 5522](#) provides authority for advance pay, allowances, and differentials when an employee and/or dependents are authorized or ordered to evacuate the employee's permanent duty station. See [JTR, Chapter 6, Part C](#) for an annotated extract of the [Department of State \(DOS\) Standardized Regulations, Chapter 600](#), modified to relate to DoD civilian employees. The DOS regulations apply for evacuations from, or within, any foreign area.

070203. Evacuations in the United States (Including Evacuations During a Pandemic Health Crisis) Under Authority Cited in Title 5 Code of Federal Regulations (CFR) 550.401 Through 550.409

A. Authorized Management Officials. Authorized management officials must announce a safe haven when ordering an evacuation. A safe haven is defined as the area to which an employee or dependent is evacuated. In the case of a pandemic health crisis [during which](#) the agency orders employees to evacuate their worksites to perform work from home or an alternative location, the authorized management official may designate an employee's home or an alternatively mutually agreeable location (to include a location under quarantine or confinement) as a safe haven. After determination and announcement of [the](#) safe haven, [and](#) the authorized management official [has provided their approval](#), evacuation payments may be provided to evacuated employees. Evacuation payments may not continue for more than 180 calendar days after the effective date of the evacuation order and the order remains in effect, unless terminated earlier for failure to perform work or for one of the other reasons listed in [5 CFR, section 550.407](#).

B. Allowances for Evacuations Within the United States

1. Employees in the United States ordered to evacuate their official duty stations and perform work from their homes (or alternative locations mutually agreeable to the agency and the employees) may receive special allowance payments to offset the direct added expenses incidental to travel (e.g., travel expenses and per diem) outside the limits of their official duty station under [5 CFR, section 550.403](#).

2. Enroute travel expenses and per diem for an evacuated employee and the transportation expenses for the dependents are as prescribed for Temporary Duty (TDY) travel in the [JTR](#). In addition, per diem is authorized for dependents of an evacuated employee at a rate equal to the rate payable to the employee as determined in accordance with (IAW) the [JTR](#), except that the rate for dependents under age 12 is one half of this rate. Per diem for both the employee and dependents is payable from the departure date from the evacuated area through the arrival date at the safe haven, including any enroute delay period that is beyond an evacuee's control or that may result from evacuation travel arrangements.

3. IAW [5 CFR, section 550.405](#), subsistence expenses for an evacuated employee and/or dependents are determined at applicable per diem rates for the safe haven or for a station other than the safe haven that has been authorized/approved by the responsible official designated by the Secretarial process. Subsistence expenses begin to be paid on the date following arrival and may continue until terminated. The subsistence expenses are computed on a daily rate basis per guidance contained in 5 CFR, section 550.405. Payment of subsistence expenses is decreased by the applicable per-person amount for any period for which the employee is authorized regular travel per diem IAW the JTR.

*070204. Finance Official Guidance

The Finance Office that supports the evacuation point or safe haven area [must](#) assist any evacuated traveler with all financial matters. The assistance provided may include the following:

A. A briefing sheet that includes the finance office's phone number(s), mailing address, and hours of operation;

- B. A description of evacuation entitlements;
- C. A listing of documentation required for advances and payments. Advise the dependents to submit a photocopy of the front and back of the identification (ID) card with each claim submission; and
- D. Identification of when, where, and how to submit claims for advances and payments. If problems are encountered, then the finance office should contact the appropriate DoD Component.

070205. Claims

All claims for payment of evacuation allowances should be submitted to the appropriate supporting DoD component. The supporting finance office **must** assist evacuees with claim preparation. Each evacuee **must** be asked about advances or previous payments received. All advances or previous payments associated with an evacuation claim, from any or all Government agencies, must be disclosed upon submission of any evacuation claim in order to avoid duplicate payments in accordance with JFTR, Chapter 1, Part A, paragraph U1000-D, and JTR, Chapter 1, Part A, paragraph C1001-D. Initial evacuation advance payments usually are mass evacuation payments. Finance offices are encouraged to use Department of Defense (DD) Form 1351-6, "Multiple Payments List" as a supplement to DD Form 1351-2, "Travel Voucher or Subvoucher" to expedite payments. This alternative payment method does not lessen the need for proper documentation. Payments to dependents **must** be made only upon presentation of a DD Form 1610, "Request and Authorization for Temporary Duty Travel of DoD Personnel".

0703 IDENTIFICATION OF EVACUEES

070301. Identification Available

DD Form 1173, "United States Uniformed Services ID and Privilege Cards"; DD Form 2750, "Senior Executive Service ID Card"; DD Form 2765, "ID and Privilege Card"; DD Form 2764, "Civilian Geneva Convention Card"; passports; or other forms of picture ID are sufficient identification to pay evacuees.

070302. Identification Not Available

If the evacuee has no picture ID whatsoever, then two witnesses may vouch for the evacuee. Each witness **must** sign a statement as to the identification of the evacuee. All witnesses **must** show ID indicated in paragraph 070301 and provide their permanent addresses. The lack of adequate identification delays service to any evacuee. Every effort must be made, however, to accommodate the evacuee.

VOLUME 9, CHAPTER 8: “PROCESSING TRAVEL CLAIMS – OTHER THAN DEFENSE TRAVEL SYSTEM”

SUMMARY OF MAJOR CHANGES

All changes are denoted by *blue font*.

Substantive revisions are denoted by an * symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by ***bold, italic, blue and underlined font***.

The previous version dated February 2010 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Updated/verified hyperlinks, references and forms throughout the chapter.	Update
080301.A	Added guidance for use of digital signatures on Department of Defense (DD) form 1351-2.	Update
080303	Added hyperlink to state specific tax exemption forms.	Update
080503	Changed section name from “Nonmedical Attendant for Specialty Care” to “Nonmedical Attendants”.	Update
080503.D	Added guidance on nonmedical attendants for very seriously and seriously wounded, ill, or injured members.	Update
080505.B	Added guidance for travel to specialty care over 100 miles.	Update
080506.A	Added guidance for attendance at deceased member’s memorial ceremony.	Update
080511	Added guidance for submission of travel claims by International Military Students and guest instructors.	Update

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CHAPTER 8

PROCESSING TRAVEL CLAIMS-OTHER THAN DEFENSE TRAVEL SYSTEM

0801 GENERAL

This chapter covers general guidance for the preparation, submission, and processing of travel claims and forms used for travelers not under the Defense Travel System (DTS) and for Permanent Duty Travel (PDT) travelers.

080101. Disbursing Official Responsibilities

A. Travel Payments. The disbursing officer is responsible for all travel payment operations and is accountable for money disbursed for travel payments as identified in Volume 5, Chapter 11 of this Regulation.

B. Accuracy and Propriety of Payments. The disbursing officer is not responsible for the preparation of a traveler's settlement voucher. The disbursing officer or, if designated, the certifying officer is responsible for the accuracy and propriety of payments, to include ensuring that travel statements and vouchers are accurate and properly supported. The disbursing officer is not required to pay incomplete, improperly prepared, or doubtful claims.

C. Random Audits. The disbursing office is responsible for ensuring that random audits are conducted.

080102. Payment Method

Electronic funds transfer (EFT) is the mandatory means by which a travel claim is settled within the Department. Supervisors may authorize alternate methods of payment in limited situations where the traveler does not have access to an account at a financial institution that can receive EFT transmissions. Split disbursement, which permits direct payment via EFT to the travel card contractor for charges incurred on the travel card and to the cardholder for any residual amount, shall be made available to travelers as a payment option. This payment option enables travelers to elect a split disbursement by stating on the voucher in block 1 (payment required by) the amount of money to be forwarded to the card contractor.

080103. Adjustments of \$10 or Less

The traveler shall be paid all amounts due on the original settlement voucher. The disbursing officer, however, is not required to make collections of \$10 or less on a final settlement or on an overpayment that subsequently is detected. Conversely, supplemental payments for \$10 or less shall be processed only when specifically requested by the traveler.

080104. Over Advances

If, upon settlement of the travel claim, the disbursing officer determines that a civilian traveler received an excessive travel advance greater than \$10, then that official must forward a letter of indebtedness and give the civilian traveler an opportunity to immediately repay the excess advance. If immediate payment is not made, then initiate collection action as required in accordance with Volume 8, Chapter 8, paragraph 080502 and Volume 5, Chapter 28, paragraph [280802](#) of this Regulation.

080105. Overpayments

If an overpayment greater than \$10 is detected, then the disbursing officer must forward a letter of indebtedness to the traveler that requests remittance. The traveler is required to pay the indebtedness within 30 calendar days after the date of notification; otherwise, collection action must be initiated as outlined in Volume 8, Chapter 8, paragraph 080503, Volume 5, Chapter 28, paragraph [280802](#), and Volume 7A, Chapter 50, subparagraph 500104.A of this Regulation.

080106. Customer Service Information

The disbursing officer shall develop procedures that allow for courteous customer service to be provided to all travelers. Information that will be included with the final travel vouchers and Advices of Payment (AOP) are a point of contact and telephone number for the responsible travel computation office. This information will allow the traveler to contact someone with questions or concerns pertaining to travel-related issues. The following mediums may be considered:

- A. Locally devised pamphlets.
- B. Information sheets providing travel tips.
- C. Travel information articles in installation or unit newspapers.
- D. Articles in daily or weekly bulletins or notices.
- E. Briefings at commander's calls, organizational meetings, or similar functions.
- F. Department of Defense (DoD) Component internet addresses with financial customer service links.

080107. Income Taxation of Reimbursable Temporary Duty (TDY) Allowances

A TDY assignment at one location for more than a year is considered by the Internal Revenue Service (IRS) to be permanent, and any reimbursement is taxable income (see [IRS Code, 26 U.S.C. section 162\(a\)](#) and [Internal Revenue Ruling 99-7](#)). A TDY assignment at one location for less than a year may be considered by the IRS to be permanent, depending upon the specific facts. Travel Authorizing Officials should consider a Temporary Change of Station (TCS) instead of an extended TDY when an employee must remain at a TDY assignment

location for more than 180 days. A TD Form W-2 (“Wage and Tax Statement”) will be issued for all allowances when TDY assignments are taxable. Employees who perform long-term TDY assignments for which TDY allowances are taxable are also authorized an Income Tax Reimbursement Allowance in accordance with [JTR, paragraph C4715](#). (NOTE: Travel claims involving taxable TDY allowances should be submitted on a DD 1351-2 to the appropriate travel settlement office, as the DTS does not currently have the capability to compute claims involving taxes.)

0802 FORMS

The following forms may be used by travelers to claim travel and transportation allowances:

[DD Form 1610](#) (Request and Authorization for TDY Travel of DoD Personnel)
(NOTE: Used to support travel claim payments)

[DD Form 1614](#) (Request and Authorization for DoD Civilian Permanent Duty Travel)
(NOTE: Used to support PDT travel payments)

[DD Form 1351](#) (Travel Voucher)
(NOTE: Multiple use form)

[DD Form 1351-2](#) (Travel Voucher or Subvoucher)
(NOTE: Used to claim PDT/TDY travel allowances for official travel performed, including dependents’ travel and other PDT allowances)

[DD Form 1351-2C](#) (Travel Voucher or Subvoucher Continuation Sheet)
(NOTE: Used when the DD Form 1351-2 does not provide sufficient space)

[DD Form 1351-3](#) (Statement of Actual Expenses)
(NOTE: Used to claim actual subsistence expenses when the TDY is performed on an actual expense basis)

[DD Form 1351-6](#) (Multiple Travel Payment List)
(NOTE: Used to make multiple payments for travel and TDY performed under like conditions and circumstances)

[SF 1164](#) (Claim for Reimbursement for Expenditures on Official Business)
(NOTE: Used to claim reimbursement for expenses incurred for recruiting duty and expenses incurred within and around a PDS station)

0803 VOUCHER PREPARATION

080301. Completion

The traveler is responsible for preparing his or her DD Form 1351-2 to claim reimbursement for official travel. Even when someone else prepares the voucher, the traveler is responsible for the truth and accuracy of the information. When the traveler or a legally appointed designee signs the form, he or she attests that the statements are true and complete and that he or she is aware of the liability for filing a false claim. All claims and attached statements must be completed using ink, typewriter, or computer-generated forms.

* A. General. Traveler's will use the DD Form 1351-2 to submit travel claims requesting reimbursement for expenses incurred while on official travel. The voucher is prepared and submitted, with necessary attachments and required approvals, to their servicing travel computation office. Travelers will attach the number of copies of the DD Form 1351-2 and supporting documents prescribed in Component guidance. The traveler must carefully review expenses claimed on the DD Form 1351-2 and [sign the original voucher](#). [Electronic certifications \(digital signatures\) may be submitted and accepted for payment on a travel voucher, in addition to those signed in ink, only if all of the requirements listed in, Volume 5, Chapter 1, subparagraph 010303.D, of the Regulation, are met.](#) A legible facsimile of a properly completed, signed voucher and all required supporting documents may be accepted. [Voucher facsimiles signed digitally must still comply with requirements in Volume 5, Chapter 1, in order to be accepted.](#)

B. Erasures and Alterations. Erasures and alterations in totals on reimbursement vouchers must be initialed by the traveler. Any alterations, such as erasures and alterations in totals on receipts, must be initialed by the person who issued or signed the receipt.

C. Leave of Absence. When any type of leave is taken while in a travel status or at the TDY point(s), the number of hours, type of leave, and dates for civilian employees or dates for military members must be shown on the reimbursement voucher along with the scheduled hours of duty if a leave of absence is taken.

D. Return to Permanent Station or Home on Nonworkdays. If return to the PDS or home from which the traveler commutes daily to the PDS is made over a weekend or on any nonworkday, then the following information must be entered on the voucher:

1. Date of arrival at PDS (or home).
2. Roundtrip ticket cost or roundtrip distance traveled by privately owned conveyance (POC).
3. Date of return to TDY location.

NOTE: Per diem is not payable for time spent at the PDS or home. A mileage allowance is not payable for privately owned conveyance (POC) travel if the traveler traveled with another

employee or uniformed member, unless the traveler was responsible for paying the POC operating expenses.

E. Travel by POC. When travel is by POC, always show on the travel claim the points between which travel is performed. Any unusual conditions or circumstances that may affect allowances must be explained on the settlement voucher, or attached on a separate sheet as supporting documentation. When two employees on official duty ride together in the same POC, the travelers must identify the name of the owner-operator of the POC and the name of the passenger, along with the name of the department or agency they work for. In either situation, the points between which travel was performed must be shown.

F. Travel by Special Conveyance. Use of a special conveyance, under the provisions of [JTR, paragraph C2102](#) and, [JFTR, paragraph U3415](#) requires a determination of advantage to the government before reimbursement is allowed. This authorization should be in the orders. Otherwise, approval is indicated by a statement signed by an appropriate approving official to the effect that local public carrier (taxicab or other conveyance) used for official business is approved as the transportation mode most advantageous to the government. The use of taxicabs between home or hotel and transportation terminals is a usual item of reimbursable expense. Such usual items shall be stated on the voucher and do not require special authorization or approval.

G. Foreign Currency. Persons traveling in foreign countries shall report their reimbursable expenditures in the currency actually paid. In order to receive proper reimbursement, the traveler must report the following information on his or her travel claim: The amount of the expense in foreign currency; the exchange rate on the day the item was purchased; and the bank commission(s) charged for conversion of U.S. dollars to foreign currency. The rates of conversion and the commission(s) charged must be shown. If the conversion rate(s) is not shown, then the activity settling the voucher must use an appropriate exchange rate for the date the expense was paid. NOTE: Travelers are not authorized reimbursement for losses, and are not liable for gains, resulting from currency conversions.

H. Exchange Fees. Itemize charges for cashing U.S. Government checks issued in reimbursement of expenses incurred for travel in foreign countries by entering the date and the amount of the fee on the travel voucher.

I. Payments to Other Employees. Reimbursements are not allowed for payments made to other government employees for transportation expenses, except in cases of necessity, which must be satisfactorily explained.

J. Items Denied Reimbursements. Claims for items in vouchers that are not reimbursable under this volume and the JFTR or JTR, or not properly supported by receipts where required, must be denied by the travel office. The claimant must be notified and informed of the reason(s) and required corrective action, if any. These items, if later reclaimed, must be itemized in a subsequent regular or supplemental voucher and supported by the original or copy of the denial notice.

K. Supporting Documents. In addition to expense statements or other declarations, when required, support the voucher by including the following documents.

1. Travel Orders. Attach one copy of travel orders and issued amendments to the voucher for TDY and two copies for PDT. In the Navy, attach the original and two copies of travel orders for PDT travel.

2. Government-Procured Transportation Documents. Attach memorandum copies of transportation request documents to the voucher. A traveler using the DTS for arrangements only must print a copy of the final itinerary and attach it to the settlement voucher.

3. Unused Government-Procured Transportation Documents. Attach receipts for the unused portion of transportation documents to the travel voucher. Receipts for the unused portion of travel are obtained when the unused portion of the ticket is returned to a transportation officer (TO). This is not applicable to the Navy.

4. Statements for Common Carrier Reimbursement. When a traveler claims reimbursement for common carrier transportation paid by cash, the following statement must be included on the voucher: "I hereby assign to the U.S. any rights I may have against other parties in consideration with any reimbursable carrier transportation charges described herein."

5. Unused Tickets. When itineraries are changed or trips are canceled after tickets have been issued to the traveler, the traveler must write and initial a statement on the travel voucher that all tickets have either been used for official purposes, and/or all unused tickets, or portions thereof, have been properly accounted for and turned in to the TO or commercial travel office (CTO). Receipts issued by TO/CTO for unused tickets must be attached to the travel settlement voucher.

6. Actual Expense Authorization (AEA). When an AEA has been authorized or approved in connection with TDY and not documented on the travel order, three copies of the AEA must be attached to the voucher.

080302. Itinerary

Claims must contain a complete itinerary for the entire period of travel. This includes return to the PDS during temporary duty and any type of leave taken and the periods the leave was used. On claims for TDY travel, the first entry must be the traveler's residence or office, as applicable, except for aircrews ([*JFTR, Chapter 2, Table U2C-1*](#)) or extended TDY (i.e., TDY in excess of 30 days). The first entry on PDT travel claims must be the last PDS. Travel from the residence or office to a carrier terminal does not need to be listed in the itinerary; the mileage or taxi is claimed as a reimbursable expense. This also applies to travel from a carrier terminal to the place of lodging or TDY site. The claimant must list the dates of departure from and arrival at a port of embarkation/port of debarkation (POE/POD).

*080303. Reimbursable Expenses

The traveler must enter all allowable reimbursable expenses. Tax on lodging is a separate reimbursable expense from the room charge and must be claimed separately on the travel claim for travel within CONUS and OCONUS non-foreign areas. [Information regarding specific State exemptions for lodging taxes can be found at GSA-Smartpay State Tax Letters.](#)

080304. Recruiting Expenses

Recruiters must claim reimbursement using the Claim for Reimbursement for Expenditures on Official Business form (SF 1164).

080305. Other Instructions

A. The traveler must attach all lodging receipts and any other receipt for expenses of \$75 or more to the voucher. A statement (instead of a receipt) is acceptable for the use of government quarters if authorized in Service regulations. (See [JFTR, paragraph U2510](#) and [JTR, paragraph C1310](#).)

B. Travelers shall receive 75 percent of the meals and incidental expense rate for the first and on the last day of travel.

0804 RESPONSIBILITIES

080401. General

Refer to section 0502 of this volume for responsibilities of accountable officials in the travel process.

080402. Authorizing Official (AO)

Refer to section 0502 of this volume for AO responsibilities.

A. Reviewing Travel Claims. The AO confirms the authorized travel and must ensure the following when reviewing and signing travel claims:

1. Claim is properly prepared using ink or computer-generated forms.
2. All amounts claimed are accurate.
3. Required orders, receipts, statements, and justifications are attached to the travel claim.
4. All expenses claimed are authorized and allowable.

5. Any deviation from the travel order is in the government's best interest.
6. Claimed items requiring approval after the fact, but not approved in the order, were necessary in the conduct of official business.
7. Reimbursement, as appropriate, is approved (in whole or in part) or reimbursement is revised.
8. The claim is on an original travel voucher with an original signature and date.
9. Advance and partial payments are annotated, or "NONE" is entered in block 10 of the DD Form 1351-2.
10. When foreign currency was used for reimbursable expenses, the appropriate blocks of the DD Form 1351-2 must include the expense both in foreign currency and U.S. dollars, the exchange rate, and commission charges for the foreign currency at the time of the transaction.

B. Approving Items. Before an AO may approve an item involving use of a transportation mode not authorized in a travel order, the necessity for that mode shall be explained on the voucher. When a traveler claims POC expense under orders that authorize travel by common carrier or government vehicle, and a travel-approving official does not determine that such use is in the government's best interest, reimbursement is limited per [JTR, paragraph C2156](#), and [JFTR, paragraph U3310](#). An AO also may approve:

1. Excess baggage expenses.
2. Communications and other miscellaneous expenses.
3. Minor deviations in TDY duration or location.
4. Per diem, if the per diem amount was unintentionally omitted from a travel order.
5. Additional travel expenses incurred by an employee with a disability or special needs. (See [JTR, Chapter 7, Part J](#))

C. Items Requiring Advance Authorization. The following require advance authorization and may not be approved on the voucher after the fact:

1. Use of reduced fares for group or charter arrangements.
2. Payment of a reduced rate of per diem for subsistence expenses.

3. Acceptance of payment from a nonfederal source for travel expenses.

4. Travel expenses related to attendance at a conference.

080403. Review of Travel Claims

An AO or supervisor that has knowledge of the purpose and conditions of the travel claim prepared by the traveler conducts the review of the claim by ensuring that:

A. The claim is properly prepared.

1. The correct travel voucher forms (printed in ink, computer-generated or typewritten form) are used.

2. The claim is on an original travel voucher with an original signature and date.

3. Any advance or partial payments authorized are annotated on the travel voucher, or "NONE" is identified in the appropriate block.

4. When foreign currency is used while traveling on official business, the traveler includes the expense in both foreign currency and U.S. dollars, indicating the exchange rate and commission charges for the foreign currency at the time of the transaction.

B. The amounts claimed are accurate and reasonable.

C. The required orders authorizing the travel, receipts, statements, and any justifications are attached to the travel claim.

1. The traveler has submitted original lodging receipts regardless of the dollar amount.

2. The traveler has submitted receipts for all single items of expense that exceed \$75.

D. The claimed expenses were authorized and allowable, and that any deviations from the authorized travel were in the best interest of the government.

E. The AO or supervisor has reviewed, signed, and dated all travel claims and forwarded them to the travel office for computation.

080404. Travel Computation Office

Refer to subparagraph 050201.G of this volume for the travel computation office's responsibilities.

080405. Traveler

Refer to subparagraph 050201.J this volume for the traveler's responsibilities.

0805 SUBMISSION OF TRAVEL CLAIMS

080501. Temporary Duty (TDY) and Permanent Duty Travel (PDT) Claims

All claims must be submitted within 5 working days of return to or arrival at the PDS. In the case of extended TDY (over 45 days), and reservists on Annual Training, Active Duty Training, or Inactive Duty Training that is known to be greater than 45 days, the traveler must submit a claim for each 30-day period. That claim must be submitted within 5 days after each 30-day period.

080502. Local Travel at Permanent Duty Station (PDS).

A. General. Claims for reimbursement for expenditures for official business must be submitted using the [SF 1164](#). This form may be used for such expenses as taxicabs, public carriers, or POCs while transacting official business in the locality of the PDS. Claims must be submitted as soon as practical after expense has occurred. Claims may be submitted for each individual trip or by combining recurring trips on one claim. The [SF 1164](#) must not be used for reimbursement of fares or mileage for use of POC in connection with TDY travel involving per diem allowance.

B. Voucher Submission. The [SF 1164](#) must identify the date, point of origin and destination, and the amount of fare and tips or distance for each trip. When the point of destination of one trip is identical to the point of origin of the next trip, the point of origin column need not be completed. When identical trips are claimed on a voucher, only the first trip must show the points of origin, destination, and date the trip was performed. Subsequent trips may be annotated with a statement such as "Same trip made on date(s)." Unless required by local authority, it is not necessary to compute mileage reimbursement for each trip. The "number of miles" column (Block 6(e)) may be added and the total multiplied by the mileage rate. The form must be signed by the claimant and submitted as provided in applicable Component guidance.

*080503. [Nonmedical Attendants](#)

A. [Nonmedical Attendant for Specialty Care](#). Roundtrip transportation and travel expenses are authorized for one nonmedical attendant. The attendant must be a parent, guardian, another adult (over 21) member of the patient's family. An individual traveling as an attendant is authorized travel and transportation allowances or reimbursement for expenses as prescribed as follows (see [JFTR, paragraph U7961](#)):

1. Military Member as Attendant. The member ordered on TDY as an attendant is authorized TDY allowances while acting as an attendant.

2. Civilian Employee as Attendant. A U.S. Government civilian employee assigned to TDY as an attendant is authorized the TDY allowances prescribed in regulations issued by the employee's agency or department.

3. Other Person as Attendant. A person other than a military member or U.S. Government civilian employee who is designated to travel as an attendant should be issued an Invitational Travel Authorization (ITA) or be included in the patient's travel authorization and identified as an attendant. This person is authorized reimbursement of reasonable travel expenses as in JFTR, paras. U7960.C and U7960.D. (NOTE: The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim gas costs when traveling by POC).

B. Claims. Claims for reimbursement for expenditures for military members/civilian employee attendants must be submitted using the DD Form 1351-2. Claims for reimbursement for expenditures for other persons as an attendant must be submitted using the SF 1164 when overnight lodging is not claimed. When overnight lodging is required, the claim must be filed on a DD Form 1351-2. The SF 1164 form may be used for such expenses as occasional meals, taxicabs, public carriers, or POCs while performing as an attendant for specialty care patients referred to a specialty care provider more than 100 miles away. Claims must be submitted to the Primary Care Manager (PCM) as soon as practical after the expense has been incurred.

C. Voucher Submission. The SF 1164 must identify the date, point of origin and destination, and the actual expense to perform as a nonmedical attendant for specialty care patients. The voucher must be submitted to the PCM for approval. A mileage allowance may not be paid. Reimbursement for POC actual expenses are limited to fuel, oil, parking, ferry fares, road, bridge, and tunnel tolls. The DD Form 1351-2 must be used for reimbursement for actual cost of lodging and meals up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses contained in JFTR/JTR, Appendix G may be authorized and approved.

* D. Nonmedical Attendant for Very Seriously and Seriously Wounded, Ill, or Injured Member. Transportation and per diem may be provided an attendant as determined by appropriate authority under JFTR, Chapter 5, Part C, section 6, paragraph U5250. An individual traveling as an attendant is authorized travel and transportation allowances or reimbursement for expenses as prescribed as follows:

1. Military Member as Attendant. The member is authorized TDY travel and travel allowances while acting as an attendant.

2. Civilian Employee as Attendant. A U.S. Government civilian employee is authorized the TDY travel and transportation allowances in the regulations used by the agency or department funding the travel.

3. Other Person as Attendant. A person other than a military member or U.S. Government civilian employee who is designated to travel as an attendant should be

issued an Invitational Travel Authorization. This person is authorized reimbursement of travel allowances as prescribed in [JFTR, Chapter 5, Part C, Section 6, paras. U5250.D, U5250.E, U5250.F, and U5250.G.](#)

E. Claims. Claims for reimbursement for expenditures for military members/civilian employee attendants must be submitted using the [DD Form 1351-2](#). Claims for reimbursement for expenditures for other persons as an attendant must be submitted using the [SF 1164](#) when overnight lodging is not claimed. When overnight lodging is required, the claim must be filed on a [DD Form 1351-2](#).

F. Voucher Submission. The [SF 1164](#) must identify the date, point of origin and destination. The [DD Form 1351-2](#) must be used for reimbursement for actual cost of lodging and meals up to the per diem rate prescribed for the area concerned.

080504. Travel and Transportation for Funeral Honors Detail

A. General

1. Military Members

a. Should use the [SF 1164](#) for reimbursement of expenditures for funeral honors detail when overnight lodging is not claimed.

b. Must use the [DD Form 1351-2](#) when overnight lodging is claimed. Authorized allowances for military members performing funeral honors duty are contained in the [JFTR, paragraph. U7156](#) and [JFTR/JTR, Appendix O, paragraph T4045.F.](#)

2. Individuals Not Employed by the Government

a. Should use the [SF 1164](#) for reimbursement for expenditures for funeral honors detail when overnight lodging is not claimed.

b. Must use an Invitational Travel Authorization and the [DD Form 1351-2](#) when overnight lodging is claimed. Entitlements for individuals not employed by the government performing funeral honors detail are contained in the [JFTR/JTR, Appendix E, Part 1, paragraph C7.](#)

B. Voucher Submission. The [SF 1164](#) must identify the date, point of origin and destination, and the actual expense to perform the Funeral Honors Detail. The voucher is submitted to the military unit augmented for approval. A mileage allowance may not be paid. Reimbursement for POC actual expenses is limited to fuel, oil, parking, ferry fares, road, bridge, and tunnel tolls. The ITA must be used for reimbursement for actual cost of lodging and meals up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses contained in [JFTR/JTR, Appendix G](#) may be authorized and approved.

080505. Separatees or Retirees-Members.

A. General. A separated or retired member who has not received an advance must forward the claim to the disbursing office responsible for that person's pay accounts prior to separation or retirement. All claims submitted within 1 year of separation or retirement must be paid by the disbursing officer. The disbursing office that supports U.S. Marine Corps separatees or retirees must pay all claims submitted within 60 days of the month of separation or retirement. All other claims received after the stated time periods for filing shall be forwarded to the following designated Service address:

Army:	Indianapolis Operations Department 3700 8899 East 56th Street Indianapolis, IN 46249-3700
Navy:	Personnel Support Detachment (PSD) or servicing disbursing officer at separatee's or retiree's separation point
Air Force:	Member's last servicing Financial Services Office (FSO)
Marine Corps:	Member's last servicing Finance/Disbursing Office (FO/DO)

1. Officers. Travel allowances payable to a separating or retiring officer must be used to offset indebtedness to the government when paid as an advance or settlement.

2. Enlisted Personnel. Travel allowances payable in advance to separating or retiring enlisted personnel for personal travel home may not be used to offset any debts to the government. Travel allowances payable to enlisted members after they have returned home must be withheld and applied against their debts.

3. Dependents and Household Goods Claims. Advances and settlements of dependent travel allowances and household goods entitlements must be withheld and applied to indebtedness to the government.

* B. Travel to Specialty Care over 100 Miles. When a retired member with a combat-related disability, who is not a TRICARE Prime enrollee, is referred by a primary care provider for follow-on specialty care, services, and supplies, for that particular disability, more than 100 miles from the primary care provider's office, the patient must be reimbursed for reasonable travel expenses. (See JFTR, Chapter 7, Part Y, paragraph U7960)

080506. Deceased and Next of Kin

* A. Attendance at Deceased Member's Memorial Ceremony. In addition to the burial ceremony, an eligible family member may be authorized travel and transportation allowances for one round-trip to an installation/home port/unit memorial service, if that memorial service, for a deceased member who dies while on active duty, occurs at a location other than the burial ceremony location, as provided in JFTR, Chapter 5, Part C, paragraph U5242.A.5.

1. Claims. Eligible family members attending a memorial service should be issued an ITA. Travel and transportation allowances for attendance at a memorial service are contained in JFTR, Chapter 5, Part C, para. U5242.A.5. This trip must be completed within 2 years following the member's death, unless the Service Secretary waives the time limitation.

2. Voucher Submission. An SF 1164 should be used for reimbursement of expenditures when overnight lodging is not claimed. The SF 1164 must identify the date(s), point of origin and destination, and the actual expense in attending the memorial service. When overnight lodging is incurred, a DD Form 1351-2 must be used.

B. Unsettled Claims for Deceased Travelers. The individual designated by the Service to settle a deceased member's affairs is responsible for the preparation of the travel claim for the travel of the deceased member. The finance official computes and forwards all claims to the supporting DFAS/Service Site (see subparagraph 080506.D for address) for payment or collection. For deceased employees, any outstanding travel claims must be signed by the surviving spouse or legal representative, the executor, or administrator. These claims must be computed locally and forwarded to the civilian payroll office for inclusion in the death claim payment.

C. Claims for Dependents of Deceased Members. Travel performed under the provisions of JFTR, paragraph U5241 shall be supported by two copies of DD Form 1300 (Department of Defense Report of Casualty).

1. If the claim is for travel to a member's home of record, as shown on DD Form 1300, then no further documentation is required.

2. If the claim is for travel to the official residence of a relative, then a statement must be furnished to that effect showing the name and relationship of the person to whose residence travel was performed.

D. Forward these claims to the following applicable address:

Army:	DFAS-Indianapolis Site
	Director, Military Pay
	ATTN: DFAS-IN/FJECB
	8899 East 56th Street

Indianapolis, IN 46249-0885

Navy: DFAS-Cleveland Site
Federal Office Bldg.
1240 East 9th Street
Cleveland, OH 44199-2055

Air Force: Member's last servicing
Financial Services Office (FSO)

U.S. Marine Corps: FO/DO responsible for the deceased Marine

080507. Travel Under Classified Orders

If classification of a TDY order is necessary, then classify, mark, and handle the special order according to the applicable DoD Component security regulation.

A. Statement Substitute. The approving official may withdraw such orders and substitute the following certificate:

"I certify that the travel upon which allowances on this voucher are claimed was authorized by SECRET (or CONFIDENTIAL) travel orders issued on (date); the travel so ordered was performed; that where travel by private conveyance is involved, the official distance so covered is as stated on the voucher; that where per diem is involved, the days and times of departure are as stated; that no government quarters or meals were furnished except as stated thereon; the transportation mode and basis for reimbursement are correct; the time for which reimbursement is claimed was the minimum necessary; and I have shown or mailed to the paying disbursing official a copy of the travel orders upon which the voucher is based."

B. Voucher Support. Classified orders must be distributed only to persons who have the proper clearance and who require a copy of the order. If an unclassified extract from a classified order furnishes enough information, then it may be used to support the payment voucher. This permits filing an unclassified travel voucher. For classified locations, the traveler must indicate in the itinerary of the travel claim the location by showing site 1, site 2, and so forth.

If the disbursing official can apply the per diem rate, then the claim must be paid. If, however, the disbursing official does not have knowledge of the location or the traveler insists on not showing the location, then process the travel claim and documentation per Service instructions.

080508. Special Approval Required for Payment

When special approval is required for payment of a voucher covering travel that is performed under the following specified circumstances, the claim presented for reimbursement of expenses must be approved administratively by the commanding officer or an individual specifically designated to act for and in the employee's behalf on such claims. A statement of

facts justifying the approval action must be attached to the reimbursement voucher. Special approval is required for the following forms of travel:

A. Temporary Duty (TDY) Travel. Special approval is required when official TDY travel is performed without a prior authorization. This does not include situations where verbal orders were issued and confirmatory orders prepared. The statement of facts pertaining to the circumstances requiring the travel and the reason why prior authorization was not obtained must be prepared by the official who ordinarily would have requested travel authority for the traveler.

B. Permanent Duty (PDT) Travel. Special approval must be required when travel and transportation are not authorized at government expense in a PDT, reassignment, or transfer of a member or employee, but such PDT, reassignment, or transfer is later determined to be in the government's best interest and it is desired the traveler be reimbursed for expenses incurred for travel and transportation. The facts and circumstance in such cases, established by the civilian personnel or industrial relations officer through available records and investigation, must be presented to the commanding officer with advice as to the pertinent guidance. This procedure also may be applied to similar situations involving payment of travel and transportation expenses to first duty station.

080509. Multiple Payment Procedures in Connection With Sea Trial Trips

When more than one traveler participates in sea trial trips at the same time, between the same points, and the same accounting data are chargeable, a claim may be submitted on a [DD Form 1351-6](#) "Multiple Payments List" as a claim or claim voucher to cover the entire group. The notation "See Attached" must be entered in the appropriate blocks for the claimant's name and the certifying official. The claims must be supported by a [DD Form 1351-2](#).

080510. Navy Oceanographic Office

Travel claims of employees of the Navy Oceanographic Office for travel aboard survey ships are paid by the disbursing office of the ship if presented for payment before completion of travel. Travel claims filed after return to the traveler's duty station are paid by the disbursing office of the station.

***080511. Travel and Living Allowance (TLA) for International Military Students and Guest Instructors**

International Military Students and Guest instructors who are paid a Travel and Living Allowance, as defined in Chapter 10 of DoD 5105.38-M, "Security Assistance Management Manual," should submit travel claims along with copies of their travel orders/authorization and required receipts for reimbursement to the appropriate travel settlement office. (See [DoD 5105.38-M, Chapter 10, Table C10.T3](#).)

0806 COLLECTIONS AND INDEBTEDNESS FOR EMPLOYEES

080601. Collections

An employee must be billed in writing with a demand for payment. If the employee does not remit payment, then the disbursing officer must initiate collection through salary deductions, set-off from final salary and allowances, lump-sum leave payment, the employee's retirement account, or other amounts due the employee in accordance with controlling debt collection regulations.

080602. Uncollectible Cases

If the actions prescribed in paragraph 080601 do not result in full reimbursement to the government, then a record of all collection efforts and transactions must be forwarded to the same address as for an agreement violation claim in subparagraph 061103.F of this volume, except for delinquent indebtedness cases of former civilian employees of the Military Services. Debts for former civilian employees of the Military Services must be forwarded to:

DFAS-IN/Debt and Claims
Department 3300
8899 East 56th Street
Indianapolis, IN 46249-3300

0807 ADVANCE DECISIONS, DOUBTFUL CLAIMS AND RECLAIM/RECONSIDERATION REQUESTS

080701. Request for Advance Decision

A DoD disbursing officer or certifying officer may request an advance decision on any questionable voucher presented for payment. Additionally, accountable officials and others with final responsibility for adjudicating claims may request advance decision on doubtful claims (claims involving doubtful questions of law or fact) prior to preparation or presentment of a voucher. The request must be prepared and submitted as required in Volume 5, Chapter 25 of this Regulation. The original request package and two copies will be submitted to the DFAS-Indianapolis office through the supporting DFAS site for the DoD Component that funds the travel order.

Army and Marine Corps	DFAS-Indianapolis Center Travel Functional Area ATTN: DFAS-JJFT/IN (Travel Procedures) 8899 East 56 th Street Indianapolis, IN 46249
Defense Agencies who receive travel pay services from	DFAS-Columbus Travel Pay Service ATTN: DFAS-PTAA (Travel Procedures)

DFAS-CO Sites P.O. Box 369015
and all Dept. of Columbus, OH 43236-9015
Navy

Air Force Member's last servicing
 Financial Services Office (FSO)

A. Amounts Over \$250. The supporting DFAS site shall review each request and contact the disbursing officer to resolve any questions. Requests for amounts over \$250 require advance decisions by the Defense Department Office of Hearing and Appeals (DOHA) for Service members and the General Services Administration Board of Contract Appeals (GSBCA) for DoD employees. All requests for advance decisions shall be forwarded through the General Counsel of the requesting Component or the Defense Finance and Accounting Service (DFAS) to the General Counsel, DoD before referral to any authorized official outside the Department of Defense (see Volume 5, Chapter 25, subparagraph 250302.B of this Regulation).

B. Amounts Under \$250. If the advance decision request is for not more than \$250, then the GC, DoD may refer the request to the General Counsel, DFAS. The General Counsel, DFAS shall review the request and issue an advance decision (see [DoD Instruction 1340.21, "Procedures for Settling Personnel and General Claims and Processing Advance Decision Requests," Enclosure 8, paragraph E8.5.3](#)).

080702. Reconsideration Requests and Reclaims

When the travel office makes a decision concerning an allowance determination that is not agreed to by the traveler, that office must issue the traveler a written explanation and advise the traveler of the right to have the claim reconsidered. If the traveler does not accept the explanation of the disbursing officer, then the disbursing officer must assist with the resubmission of the claim. To have a claim reconsidered (see exceptions in paragraph 080704), send: (A) a copy of the claim; (B) a letter of explanation from the traveler; (C) an endorsement from the approving officer; and (D) a letter of position from the travel computation office through the major command to the appropriate DFAS site. The DFAS site shall respond to the disbursing officer or traveler. If the traveler does not accept the decision, then the claim may be forwarded as a reclaim or appeal to DOHA or the GSBCA. A reclaim or appeal is a claim that is forwarded because the claimant is unwilling to accept the decision, and not because the travel office or accountable official has doubts as to whether the claim should be paid. Such claims are forwarded through the appropriate DFAS site and DFAS-Arlington to DOHA for Service members and the GSBCA for DoD employees.

Defense Office of Hearings and Appeals
Claims Division
PO Box 3656
Arlington, VA 22203-1995

General Service Administration Board of Contract Appeals

8th & F Streets, NW.
Washington, DC 20405

080703. Waivers

Travelers or Components must submit waiver requests resulting from erroneous travel payments and transportation allowances to the DFAS-Indianapolis site.

080704. Unions and Third-Party Review

When the claimant is covered by a collective bargaining agreement, neither the Department, the Office of Personnel Management, the GSA Board of Contract Appeals, nor the Defense Office of Hearings and Appeals has jurisdiction over the claim unless the matter of travel claims explicitly is excluded from grievance under the collective bargaining agreement.

0808 CLAIM FOR LATE PAYMENT FEE

The [“Travel and Transportation Reform Act of 1998”](#) (Public Law 105-264) governs the claim for late payment fees for late processing of a traveler’s travel claim.

080801. Submission of Travel Claim

Travelers must submit a properly prepared travel claim to their supervisor/approving official within 5 working days after completion of travel. Reimbursement of the travel claim is made within 30 calendar days after the supervisor reviews, signs, and dates the travel claim. The supervisor/approving official or the travel computation office has 7 calendar days to notify the traveler if the travel claim is not proper or complete for payment.

080802. Late Payment Fee and Charges

If a travel claim is not paid within 30 days after it is received by the office where the claim is to be approved, then that office may be required to pay a late payment fee. This fee is payable, using the Prompt Payment Act interest rate, beginning on the 31st day after the submission of a proper travel claim and ending on the date that the payment is disbursed by the government. The only exception is that no payments are required for amounts less than \$1.00. Interest payment funding instructions are located in Volume 10, Chapter 7 of this Regulation. In addition, the traveler must be paid an amount equal to any late payment charge that the card contractor would have been able to charge had the traveler not paid the bill. The IRS has determined that the late payment fee is reportable as interest and that the payment equal to the late payment charge is to be reported as additional wages. In addition, travelers may be reimbursed for late fees imposed by the bank if the nonpayment that caused the late fee was a result of the government’s untimely processing of the travel voucher. Late fees are not assessed until 75 days following the billing statement.

080803. Systems Modifications

As necessary, DoD Component travel systems must be modified to capture the date of submission of a proper travel claim and compute entitlement for late payment fees due as a result of untimely settlements.

080804. Claims for Late Payment Fees

Payment of late fees should be calculated and paid at the time the voucher is processed. Travelers who believe that late payment fees were not included in the calculation of their travel voucher may submit supplemental travel claims for late payment fees. Each such supplemental travel claim must be submitted through the office where the claim is reviewed/approved. That office must annotate the claim with the date that the original travel claim was received.

080805. Receipt of Travel Claim for Late Payment Fee

Upon receipt of a travel claim for a late payment fee, the travel computation office must review the claim. That office must calculate the number of elapsed calendar days beginning with the signature and date of receipt by the supervisor and the date the voucher was paid. The date the supervisor/approving official receives the proper travel claim counts as the first day and the payment date of the travel claim counts as the last day. If the number of days exceeds 30 calendar days, then the travel computation office multiplies the amount paid on the delayed travel claim by the daily Prompt Pay Act interest rate by the number of days in excess of 30 days. The traveler must be paid by EFT or check if the previous payment was by check. The accounting classification used for the original travel claim must be used for the amount charged to the supplemental travel claim. When required, prepare a TD Form [1099-INT](#) (Interest Income) for the traveler in accordance with IRS regulations.

080806. Travel Claim Forwarded to Another Activity

If the traveler submits a travel claim and the travel computation office requires a review by another activity, such as for doubtful claims, then the 30-day clock continues to run. If the claim is disallowed, then no late payment fee is earned. If part of the claim is allowed, then that amount is subject to the late payment fee and that portion of the payment earns interest from the original submission date. Vouchers returned to the traveler for errors or incomplete travel claims do not earn interest. Start the 30-day clock when a corrected voucher is submitted to the supervisor/approving official.

VOLUME 9, CHAPTER 9: “PROCEDURES FOR COAST GUARD MEMBERS”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by *blue font*.

Substantive revisions are denoted by a * preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by *underlined, bold, italic, blue font*.

The previous version dated April 2011 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	This chapter is certified as current	Current

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CHAPTER 9**PROCEDURES FOR COAST GUARD MEMBERS****0901 U.S. COAST GUARD TRAVEL USING DoD APPROPRIATIONS**

Coast Guard members who travel on orders citing DoD appropriations should file travel claims the same as active-duty DoD members using the procedures applicable at the disbursing office of the unit whose funds are involved. Disbursing offices shall settle these vouchers like those of any other member. If any excess travel time is involved, then forward a copy of the settlement voucher to:

Commanding Officer (TVL)
U.S. Coast Guard Pay and Personnel Center
444 SE Quincy Street
Topeka, KS 66683-3591

0902 U.S. COAST GUARD TRAVEL ON OTHER THAN DoD APPROPRIATIONS

When a Coast Guard member requests a travel advance or settlement payment on orders citing other than a DoD appropriation, the disbursing officer may provide payment and seek reimbursement from:

Commanding Officer
U.S. Coast Guard Finance Center
1430A Kristina Way
Chesapeake, VA 23326-1000

VOLUME 9, “FORMS INDEX”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by *blue font*.

Substantive revisions are denoted by an * symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by *bold, italic, blue and underlined font*.

The previous version dated September 2011 is archived.

PARAGRAPH	EXPLANATION OF CHANGE / REVISION	PURPOSE
All	The form index is cancelled. Applicable travel forms are referenced, hyperlinked, and contained within the other Volume 9 chapters.	Cancellation

VOLUME 9, “DEFINITIONS”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an * symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue and underlined font**.

The previous version dated January 2011 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Updated references and hyperlinks and made editorial changes.	Update
All	Deleted the term “Business Travel” as it is no longer used, nor referenced in the JFTR, Appendix A.	Delete
All	Added the term “Receipts” to provide clarity on what information is to be included on a receipt.	Add
All	Changed chapter name from Glossary to Definitions.	Change

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DEFINITIONS

Accountable Officials

[Accountable Officials](#) are individuals appointed in writing to ensure the adequacy of system internal procedures, and [serve](#) as control points within an organization, [focusing on](#) [minimizing](#) opportunities for erroneous payments.

Actual Expense Allowance (AEA)

[An Actual Expense Allowance](#) is the payment of authorized actual expenses incurred, up to the limit prescribed by the [Joint Federal Travel Regulation \(JFTR\)/Joint Travel Regulation \(JTR\)](#), as appropriate. Entitlement to reimbursement is contingent on entitlement to per diem and is subject to the same definitions and rules governing per diem. (See [Joint Federal Travel Regulation \(JFTR\)/Joint Travel Regulation \(JTR\), Appendix A](#).)

Actual Travel Time

[Actual travel time](#) is the travel time from physical departure to arrival.

Agency Program Coordinator (APC)

[An Agency Program Coordinator](#) is the individual who acts as the liaison between the travel card contractor and agency cardholders. APCs are responsible to the respective Department of Defense (DoD) Component Program Manager (CPM) for program execution and management at hierarchy levels determined by the DoD CPM.

Allowable Travel Time

[Allowable travel time](#) is the number of days allowed for official travel.

Approved

This term '[approved](#)' is defined in the [JFTR/JTR, Appendix A](#) as the ratification or confirmation of an act already done. Its use, with respect to official travel, applies equally to military and civilian personnel.

Approving Official

[Approving Officials](#) are individuals in the chain of command of organizations not operating under the Defense Travel System (DTS) that specifically have been designated in writing to approve Temporary Duty (TDY) travel orders and approve travel claims.

Arrangements-Only Travel

[Arrangements-only travel](#) is a term used to cover all travel not paid under [JFTR/JTR, Appendix O](#).

Authorized

The term 'authorized' is defined in the [JFTR/JTR, Appendix A](#) as the giving of permission before an act. Its use, with respect to official travel, applies equally to military and civilian personnel.

Authorized Travel Time

[Authorized travel time](#) is the maximum allowable travel time, determined before travel begins, and based on the mode of travel authorized in the orders.

Authorizing Official (AO)

[An Authorizing Official](#) is the designated representative to whom final authority to issue travel orders is delegated in writing by a DoD Component, by organizational title, and/or by name. He or she directs travel and is responsible for funding. This is the same as Authorizing/Order-Issuing Official.

Authorizing Official (AO) (Defense Travel System (DTS))

[An AO for the Defense Travel System](#) is an individual appointed in writing that is responsible for authorizing travel and approving travel claims by determining the necessity of trips and funds availability, assigning the proper line of accounting prior to authorization, and approving travel claims for validity after completion of travel. The individual who controls the mission, authorizes the trip, and controls funds for TDY travel. (See [JFTR/JTR, Appendix O, para. T4000-A2.](#))

Cardholder

[A cardholder](#) is an individual issued a government travel card to facilitate the performance of his or her official travel.

Centrally Billed Accounts (CBA)

[A Centrally Billed Account](#) is an account for the purchase of official transportation tickets established between the Government and a GSA SmartPay contractor.

Certifying Official (CO)

[A Certifying Official](#) is an individual, designated in writing, responsible for certification of travel vouchers for payment.

(Contracted) Commercial Travel Office (CTO)

As defined in the [JFTR/JTR, Appendix A](#), a [Commercial Travel Office](#) is a commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Government.

Component Program Manager (CPM)

A [Component Program Manager](#) is the designated headquarters program manager for each agency using the GSA SmartPay contract. CPMs are responsible for establishing the hierarchies for their agency and distributing program management information from the Defense Finance and Accounting Service (DFAS).

Concurrent Travel

[Concurrent travel](#) is travel under which the member is accompanied or immediately followed by the member's spouse and/or dependents.

[Contiguous](#) United States (CONUS)

[Contiguous United States](#) is the 48 states of the United States and the District of Columbia, which do not include Alaska and Hawaii.

Defense Accounting and Disbursing Systems (DADS)

[Defense Accounting and Disbursing Systems](#) are DoD financial systems that make travel payments to travelers and maintain accounting data.

Defense Travel Administration (DTA)

[Defense Travel Administration](#) is the DTS function responsible for managing the administrative aspects of the travel process on an organizational level.

Defense Travel System (DTS)

[Defense Travel System](#) is an efficient, flexible system for electronically creating travel authorizations, vouchers, orders, and pre-audit documents and for completing the post-travel claims processes. DTS provides for paperless electronic routing, review, and approval of the travel and associated documentation.

Dependent

The term 'dependent' is defined in the [JFTR/JTR, Appendix A](#). Dependents of uniformed members can be command sponsored or [non-command](#) sponsored.

Designated Place

See [JFTR/JTR, Appendix A](#) and [JFTR, paragraphs U6002-A](#) and [U6051-A](#) in reference to evacuation allowances.

Digital Signature

A digital signature is an electronic analogue of a written signature. A digital signature can be used in proving to the recipient or a third party that a document or message was, in fact, signed by the originator.

Directed

The term 'directed' is an order to do something in a specific way.

Disbursing Office

A disbursing office is an activity, or that organizational unit of an activity, whose principal function consists of the disbursement and collection of official funds for the Government.

Dislocation Allowance (DLA)

Dislocation Allowance is paid to military members to partially reimburse them for expenses incurred in relocating their households.

Element of Expense/Investment Code (EEIC)

An element of expense/investment code is a five-digit alphanumeric code consisting of two parts: a three-digit account code followed by a two-digit subaccount code to provide further breakdown. The codes are designed for use in budget preparations and accounting systems to identify the nature of services and items acquired for immediate consumption (expense) or capitalization (investment). EEICs are used as part of the Air Force accounting classification in accounting for commitment, obligation, disbursement, collection and international balance of payment transactions.

Finance Defense Travel Administrator (FDTA)

The Finance Defense Travel Administrator consists of one or more budget, resource management, accounting, and finance individual(s) responsible for managing and supporting the DTS at the organizational and/or installation level.

Foreign Area

A foreign area is any area or country other than the United States (also see non-foreign area). (See [*JFTR/JTR, Appendix A*](#).)

Funeral Honors Detail

A funeral honors detail is a group of individuals not employed by the Government who participate in a funeral honors detail for a veteran (see [*10 U.S. Code \(U.S.C.\) Section 1491*](#)) and may be authorized transportation or transportation reimbursement and expenses.

Government Bill of Lading (GBL)

A [Government Bill of Lading](#) is a government document used to procure freight and cargo transportation and related services of commercial carriers for the movement of material at government expense.

Government Dining Facility or Government Mess

A [government dining facility or government mess](#) is a government-owned facility, funded by appropriated funds, with the primary mission of serving meals to military enlisted members. (See [JFTR/JTR, Appendix A](#).)

Government Entity

A [government entity](#) is a DoD organization or personnel designated by local command authority that will input and digitally sign trip requests and reimbursement claims in the Web Portal for unconnected travelers.

Government Travel [Charge](#) Card (GTCC)

A [Government Travel Charge Card](#) is the GSA SmartPay system contractor-issued charge card used for the purpose of procuring transportation and other authorized travel-related services.

Group Authorization

A [group authorization](#) is the process in the DTS used to establish a trip record for two or more travelers who are traveling together to such events as conferences, exercises, or deployment.

Group Movement

[Group movement](#) is defined in the [JFTR/JTR, Appendix A](#) as the movement of two or more travelers as a group, under the same orders (either Permanent Change of Station (PCS) or Temporary Duty (TDY) travel) for which transportation is furnished by government-owned/procured means from the same origin to the same destination. Movement may include locations en route as specified in the orders. NOTE: Personnel, traveling together under orders directing no reimbursement or limited reimbursement, may be between any points en route, provided that the order specifically indicates the points between which the status applies.

Hierarchy

A [hierarchy](#) is a structure showing how individual travel card accounts are linked to the organization responsible for issuing the card by billing cycle and DoD Component management information.

Household Goods (HHG)

Household goods are items associated with the home and all personal effects belonging to a member/employee and dependents that legally may be accepted and transported by an authorized commercial transporter. (See [JFTR/JTR, Appendix A](#), which states what Household Goods does and does not include.)

Individually Billed Account (IBA)

An Individually Billed Account is the type of account whereby a General Services Administration (GSA) SmartPay contractor-issued charge card is issued to an individual employee to pay for passenger transportation services, subsistence expenses, and other travel expenses incurred in connection with official travel.

Individual Mobilization Augmentee (IMA)

An individual mobilization augmentee is a category of the Reserve Component Selected Reserve membership. While on active duty, travel and per diem are paid to such personnel in accordance with the [JFTR, Chapter 7](#).

Invitational Travel Authorization (ITA)

An invitational travel authorization is a term applied to the authorized travel of individuals who are: (1) not employed by the Government; (2) employed under [5 U.S.C., Section 5703](#) intermittently by the Government as consultants or experts and paid on a daily basis (when actually employed); or (3) serving without pay or at \$1 a year. ITAs are not authorized for individuals merely to attend a meeting or conference, even if hosted by a DoD Component on a matter related to the Component's official business. The traveler must be an actual "participant" in the proceedings of the gathering, and not there just for the sake of attendance alone.

Joint Federal Travel Regulation (JFTR)

The Joint Federal Travel Regulation directly implements the travel and transportation entitlements authorized by law for members of the Uniformed Services and their dependents. (See [DOD Travel Regulations](#).)

Joint Travel Regulation (JTR)

The Joint Travel Regulation prescribes travel and transportation allowances authorized for DoD civilian employees and their dependents. The JTR (See [Joint Travel Regulations](#)) is the Department's implementing guidance for the [Federal Travel Regulation \(FTR\)](#), issued by the General Services Administration (GSA).

Line of Accounting (LOA)

A line of accounting is a data entity representing a DoD account that may be used to fund official travel (i.e., transportation, per diem, meals, and incidental expenses).

Meals and Incidental Expenses (M&IE)

The term ‘Meals and Incidentals Expenses’ is defined in the [JFTR, Appendix A](#) and [JTR, Appendix A](#).

Non-concurrent Travel

[Non-concurrent travel](#) is travel under which the member is not accompanied or immediately followed by the member’s spouse and/or dependents.

Non-Foreign OCONUS Area

[Non-foreign OCONUS areas](#) are the states of Alaska and Hawaii; the Commonwealths of Puerto Rico and the Northern Mariana Islands; Guam; [the U.S. Virgin Islands](#), and U.S. territories, and possessions. (See [JFTR/JTR, Appendix A](#).)

Object Classification

[An object classification](#) is a code that classifies transactions according to the nature of the travel services performed rather than their purpose. (See Element of Expense/Investment Code (EEIC).)

Open-Travel Authorization

[An open-travel authorization](#) is a written document issued or approved by an AO for the purpose of performing official government travel for a continuous period of time. Also commonly known as a “blanket” or “repeated” travel authorization.

Other-Than-Business Travel

[Other-than-business travel](#) is any travel under the DTS that uses the Common User Interface for arrangements only. This includes official travel combined with leisure travel, [and](#) new accession travel. [It is](#) also known as “arrangements only” travel.

Outside the [Contiguous](#) United States (OCONUS)

[Outside the Contiguous United States](#) is the area outside of the 48 states of the United States and the District of Columbia. (See [JFTR/JTR, Appendix A](#).)

Permanent Change of Station (PCS)

The term ‘Permanent Change of Station’ is defined in the [JFTR/JTR, Appendix A](#).

Permanent Duty Station (PDS)

The term ‘Permanent Duty Station’ is defined in the [JFTR/JTR, Appendix A](#). It is also referred to as “official station.”

Permissive/Administrative Travel Time

Permissive/administrative travel time is an authorized administrative absence not chargeable to leave and for which per diem and transportation allowances are not payable.

Personally-Procured Household Goods (HHG) Transportation

Personally-procured household goods transportation is the transport and/or storage (Storage-in-Transit (SIT)) and/or Non-Temporary Storage (NTS)) of HHG arranged by a member and/or the member's agent.

Premium Class

Premium class is any class of transportation service above coach, such as business class or first class.

Privately Owned Conveyance (POC)

A privately owned conveyance is any transportation mode used for the movement of persons from place to place, other than a government conveyance or common carrier. It can include a rental car when a rental car has not been authorized/approved as a special conveyance. (See [JFTR/JTR, Appendix A.](#))

Privately Owned Vehicle (POV)

A privately owned vehicle is any motor vehicle owned by or leased (12 or more months) to a member/employee or dependents for the primary purpose of providing personal transportation. (See [JFTR/JTR, Appendix A.](#))

Proportional Meal Rate

The proportional meal rate is the average of the standard government meal rate and the meals portion of the applicable M&IE rate, rounded up to the nearest dollar (see [JFTR/JTR, Appendix A.](#)) This meal rate is used as prescribed in the JFTR/JTR.

Public Key Infrastructure (PKI)

Public key infrastructure is the mechanism for managing electronic access tokens or devices through the use of public and private key pairs. Each certificate certifies the person's identity, key authenticity, and other information. Permits use of digital signature in the DTS.

*Receipt

A receipt is a legibly written/printed/electronic document (or facsimile thereof) provided by a service provider or vendor to a customer, which provides documentary evidence that the service provider or vendor has been paid for services or goods, provided to the customer. To be considered valid, a receipt must contain the name of the entity providing the good(s)/service, the

date(s) that the good(s)/service was/were provided/purchased, the price of the good(s)/service, any tax levied, the total monetary amount due, and must indicate that the total monetary amount due was paid.

Relocation Income Tax Allowance (RITA)

Relocation Income Tax Allowance is an allowance authorized to reimburse eligible transferred civilian employees for substantially all of the Federal, state, and local income taxes incurred by the employee as a result of relocation allowances provided by the Government.

Reviewing Official

A reviewing official is an individual, appointed in writing, to conduct random post-payment reviews of payments in accordance with Volume 5, Chapter 33.

Safe Haven

A safe haven is a designated area to which an employee and dependents and/or military dependents are ordered or authorized to evacuate. (See [*JFTR, paragraphs U6002-D*](#) and [*U6051-F*](#) and [*JTR, paragraph C6300, sec. 550.402g.*](#))

“Should Cost” Estimate

A “should cost” estimate is a calculation generated before travel in the DTS through the Web Portal. It includes all known costs and should account for approximately 90 percent of the final cost. All known costs, including applicable taxes and taxi, and parking costs, should be incorporated into the estimate to ensure the most accurate estimated cost.

SmartPay

Smart Pay is a GSA program that provides users with card-based tools to simplify procuring needs in three key operational areas. The fleet card allows users to efficiently fuel and maintain vehicles, boats, planes, or equipment. The travel card allows users to purchase common carrier transportation, car rentals, lodging, and meals for official travel and travel-related expenses. The purchase card enables users to make day-to-day purchases of goods and services to satisfy official business needs.

Split Disbursement

Split disbursement is a payment option whereby the traveler can designate that a specified amount of his or her travel entitlement be sent directly to the SmartPay travel card contractor to pay down his or her account, with the remainder of the entitlement sent to his or her direct deposit account.

Supervisory Review

A [supervisory review](#) is conducted by a person who has supervisory responsibilities over the person whom he or she directs to travel. The supervisor has knowledge of the basis for the traveler's temporary duty travel claim. The supervisor reviews the travel claim to ensure that it is valid and accurate. He or she signs and dates the travel claim prior to submitting it to the proper travel computation office.

Surface Deployment and Distribution Command (SDDC)

The [Surface Deployment and Distribution Command](#) is an Army component of the U.S. Transportation Command, which is responsible for DoD traffic management.

Surface Deployment and Distribution Command (SDDC) Negotiated Agreements

[SDDC negotiated agreements](#) are agreements between the SDDC and rental car companies.

Temporary Change of Station (TCS)

[Temporary Change of Station](#) is the relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion. (See [JFTR/JTR, Appendix A.](#))

Temporary Duty (TDY)

For the purposes of this volume, [temporary duty](#) includes temporary additional duty (TAD) for those DoD Components that use TAD. (See [JFTR/JTR, Appendix A.](#))

Temporary Lodging Allowance (TLA)

[Temporary Lodging Allowance](#) is an allowance intended to partially pay [members](#) for the more than normal expenses incurred by a member/dependent(s) while occupying temporary lodging OCONUS. (See [JFTR, Chapter 9, Part C.](#))

Temporary Lodging Expense (TLE)

[Temporary Lodging Expense](#) is an allowance intended to partially pay [members](#) for lodging/meal expenses incurred by a member/dependent(s) while occupying temporary lodging in CONUS in connection with a PCS. (See [JFTR, Chapter 5, Part H.](#))

Temporary Quarters Subsistence Expense (TQSE)

[Temporary Quarters Subsistence Expense](#) is a discretionary allowance, not an entitlement, that is intended to reimburse employees for reasonable subsistence expenses to pay for lodging, food, and other necessities incurred when they and/or their dependents must occupy temporary quarters in CONUS due to a PCS.

Temporary Quarters Subsistence Expenses-[Actual Expense Reimbursement](#) (TQSE(AE))

[TQSE-Actual Expense Reimbursement](#) is an allowance based on: (A) the standard CONUS per diem rate for temporary [lodging](#) occupied in CONUS localities; or (B) the PDS locality per diem rate for temporary [lodging](#) occupied in OCONUS localities. The rates may be found at: [Per Diem Rates and Allowances](#).

Temporary Quarters Subsistence Expenses-[Lump Sum Reimbursement](#) (TQSE(LS))

[TQSE-Lump Sum](#) is a one-time payment based on the locality per diem rate at the new PDS.

Transportation Officer (TO)

[A transportation officer](#) is a person appointed or designated by the commander of a DoD activity to perform traffic management functions. This person may also be designated as “installation transportation officer,” “traffic manager,” “traffic management officer,” or “passenger transportation officer.”

Travel Status

[Travel status](#) is defined as the Service member’s/civilian employee’s status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in an order, including time en route awaiting transportation connections and delays en route beyond the traveler’s control. (See [JFTR/JTR, Appendix A](#) and [JFTR/JTR, Chapters 2, Parts D](#)).

Traveler

[A traveler](#) is a military [member\(s\)/dependent\(s\)](#), DoD civilian [employee\(s\)/dependent\(s\)](#), and invitational [traveler\(s\)](#) who travel in an official capacity.

Travel Authorization (Also Referred to as a Travel Order)

[A travel authorization](#) is a written or electronic instrument issued or approved by a person(s) to whom authority has been delegated, that directs an individual or group of individuals to travel. (See [JFTR/JTR, Appendix A](#).)

Trip Record

[A trip record](#) is a DTS document, in electronic or paper form, that provides the vehicle on which all official travel authorizations, initial options, modifications, and payment decisions are recorded. It is prepared by or on the traveler’s behalf and is the single trip document that includes the travel authorization, fund cite, should-cost estimate, itinerary, and itinerary updates made during the trip. It serves as the expense report when the traveler completes travel.

Unconnected Traveler

Unconnected travelers are those individuals who do not have reasonable access to the DTS Web Portal.

Unit Cards

Unit cards are those GSA SmartPay travel cards issued for centrally billed accounts (CBAs) for which the Government guarantees payment. CBAs may be issued in one of two ways, either by account number (card not present) or in the form of a plastic charge card.

U.S. Installation

A U.S. installation is defined in [JFTR/JTR, Appendix A](#) as a base, post, camp, or station where the U.S. Government operates permanent or semi-permanent troop shelters and government mess under the local command of a Uniformed Service.

Web Portal

A web-portal is defined as the software that integrates the necessary functions of the Defense Travel System.

Withholding Tax Allowance (WTA)

A Withholding Tax Allowance is defined as an estimated partial payment of the final RITA payment.

Year One (RITA)

Year one is the calendar year in which the WTA payment is made to a civilian employee.

Year Two (RITA)

Year two is the calendar year in which the RITA payment is made to a civilian employee.